

INMATE HANDBOOK
George W. Hill Correctional Facility

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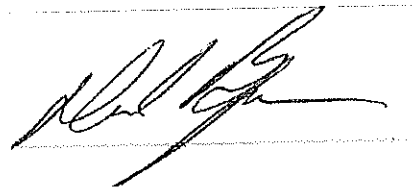
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INTRODUCTION

The operation of the George W. Hill Correctional Facility (GWHCF) was statutorily vested in the Delaware County Board of Prison Inspectors by an act of the Pennsylvania Legislature in 1866 (the act of April 11, 1866, P.L. 588) which created the board and applied to Delaware County an earlier law (the act of February 12, 1839, P.L. 10) which established a prison board in Chester County. The operation of the GWHCF is also governed by the Administrative Code of Delaware County (the code) and by the regulations governing correctional facilities promulgated by the Pennsylvania Department of Corrections (37 PA code 95.221 et. seq.) (Regulations)

The Delaware County Board of Prison Inspectors has entered into a professional services contract with Community Education Centers to administrate the institution in accordance with contract provisions and all applicable standards. Accordingly, the Board is represented by the Superintendent, and The GEO Group, Inc. manages the facility through its Warden and other GEO staff. While GEO is responsible for the daily functional services at the G.W.H.C.F., the Superintendent has contract oversight authority and retains rulemaking and adjudicative powers at the institution.

The contents of this handbook are designed to outline what is available to you and what this institution expects of you. Should you have any questions, you will find a qualified and professional staff available to provide answers. You are required to follow the chain of command for all questions and address all staff by their appropriate titles and last names. I trust you will utilize your time in this institution as productively as possible.



Warden

**GEORGE W. HILL CORRECTIONAL FACILITY HAS A
ZERO TOLERANCE FOR SEXUAL ABUSE AND SEXUAL
HARASSMENT.**

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INTAKE PROCEDURES

The reception process is one in which you are received, identified and issued clothing and hygiene items. It includes a medical screening and an interview with a Classification Counselor. Within fourteen (14) days, you will also receive a medical examination. In this interview, detailed background information is gathered. This background information and review of your court commitment documents will determine your classification. You are assigned an identification number, which is recorded on your wristband. You are required to wear your wristband at all times during your incarceration. In accordance with state law, inmates must be medically screened and tested during the intake process.

Urine may be drawn at the time of commitment and during incarceration. You have the right to complain about the conditions of the Intake Unit at the George W. Hill Correctional Facility if you believe that they violate your right to be free from cruel and unusual punishment.

Your rights in these areas have been the subject of a federal lawsuit. These rights are more specifically set forth in a Settlement Agreement, a copy of which is available for your inspection in the facility law library.

You will receive a phone call during this process to notify persons of your admission to the facility. If you need assistance, you must ask a staff member.

The following is a list of inmate personal property that will be accepted by the George W. Hill Correctional Facility upon **admission from another Correctional Institution:**

- 1 Bar Soap (new)
- 1 Tooth Paste (new)
- 1 Shave Cream (new non-aerosol)
- Legal materials (Pending legal matters only)
- Wedding band (No stones)
- One (1) Bible/Quran (**Noble Quran is a restricted item in this facility**)
- Ten (10) letters
- Ten (10) pictures (un-mounted)
- Dentures (medically approved)
- Eyeglasses (prescription) or Contact Lenses (up to two pairs)
- Seven (7) sets of underwear –tops and bottoms-males
- Seven (7) pairs of panties-females
- Three (3) bras-females (No under-wire)
- Seven (7) pairs of socks
- One (1) set of court clothes, to be stored in clothing bag
- One (1) jacket/coat, to be stored in clothing bag
- One (1) pair of appropriate shoes, to be stored in clothing bag
- One (1) pair of thermal underwear (white only)
- Medical Alert Bracelet
- One religious medal of any denomination no larger than a 50 cent piece-(No stones)
- Two (2) Religious Head Coverings

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NO TOBACCO PRODUCTS ARE ACCEPTED.
NO TELEVISIONS OR RADIOS ARE ACCEPTED.
WIGS AND HAIR WEAVES MUST BE REMOVED

The following items will be accepted upon **admission as a Self-Commit**:

One Wedding Band (No Stones)
One Pair of Long Underwear
One Pair of Shower Shoes (Bob Barker)
One Pair of Sneakers/Shoes (Will be placed in your property)
Two (2) pairs of socks
Two (2) T-Shirts (MUST BE WHITE)
Two (2) pairs of underwear (NO THONGS)
Two (2) bras (No Underwire)
Any Prescription Medication must be faxed in to the Medical Department by your Physician. You may not bring any medication into the facility.
Cell Phones (Will be placed in your property)
All items must be new and in original packaging.

CLASSIFICATION

The classification process is designed to assign the level of custody, housing assignment and program participation, which will best meet your needs and the needs of the institution. Classification staff considers your background, offenses, potential for violence or escape and institutional adjustment in determining the necessary level of supervision. The classification process ensures periodic review and revision of inmates' status as needed in response to changes in inmate behavior or circumstances. You are reclassified at regular intervals or as needed. You may appeal your classification to the Deputy Warden of Operations and Support Services.

CUSTODY LEVELS

The assigned custody level will determine the amount of mobility you have within the institution. The decision is based on a thorough review of your case records and the following levels will be assigned:

Close Custody(Protective)/Maximum Security- assigned to inmates who require extremely close supervision based upon the nature of charges, bail condition, notoriety of crime, violent, aggressive inmates and so forth.

Medium Custody- assigned to inmates who do not present a serious threat to the safety and security of the facility. These include inmates who have been convicted, standing trial for, or have a history of property crimes not of a violent nature.

Minimum Custody- assigned to inmates who are convicted of or standing trial for non-violent crimes and do not have a significant history of criminal behavior.

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HOUSING ASSIGNMENTS

ADMINISTRATIVE SEGREGATION- If your continued presence in the general population poses a serious threat to the property or life of staff, other inmates or the safety and security of the facility, you will be placed in Administrative Segregation where greater supervision is imposed. While in this classification, privileges are kept within prescribed limits. When approved by the Classification Committee and/or Deputy Warden, you will be returned to the General Population where you can enjoy full privileges as long as you obey the rules and orders of the facility.

If the assignment to Administrative Segregation has been made for security or management risks based on the nature of the charge or past behavior, the assignment to Administrative Segregation will remain effective as long as the reasons for the initial assignment remains valid. You will be transferred from Administrative Segregation and moved to General Population or other appropriate housing when those reasons no longer exist.

General Population- This housing classification will be assigned to most of the inmates in this facility. This status indicates your present moderate levels of risk and will normally allow mobility within the institution without an escort but under direction of staff. Transportation outside the facility will be with full restraint gear.

Inmate Worker- Inmate workers are selected from those who present a minimum level of risk. With this custody designation, the inmate will be eligible for work assignments inside and outside the facility (pre-release inmates), consistent with their custody classification. (See page 43)

Youthful Offender Housing- Inmates will be classified as a Youthful Offender until the first day of their 18th year and then they will be re-classified. While Youthful Offender inmates are managed in a unit separate from the general population, the same conditions apply.

RELEASES

Each inmate being released by George W. Hill Correctional Facility will be processed out by the Intake/Release Unit. The inmate housing area will be inspected to ensure the area is clean. All personal property will be accounted for before you are released. A signed receipt must be obtained. All remaining funds in your account will be mailed within ten (10) business days on the condition you provide a valid mailing address at discharge.

If there is any missing or damaged George W. Hill Correctional Facility property, you may be required to sign a statement acknowledging the loss and your account may be frozen or charged. You may file a grievance if your personal property is lost or damaged.

During the release process, if your personal clothing is not deemed suitable for the current climatic conditions, you may have appropriate clothing sent in.

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DNA DETECTION OF SEXUAL AND VIOLENT OFFENDERS

The Pennsylvania State Police have been collecting DNA database samples pursuant to Act 14 of 1995 and, starting December 16, 2002, for Act 57 of 2002, Act 185 of 2004 effective Jan 29, 2005, Act 111 of 2011 effective December 20, 2011, and Act 147 of 2018 effective October 24, 2018.

The following is an overview of crimes that fall under these acts. Act 14 DNA requirements for "felony sex offenses" include the following offenses: Rape, Statutory Rape, Statutory Sexual Assault, Involuntary Deviate Sexual Intercourse, Sexual Assault, Aggravated Indecent Assault, Sexual Abuse of Children, and "other specified offenses" subject to Act 14 are Criminal Homicide/Murder, Indecent Assault (all grades), and Stalking. "Other Specified Offenses" include Kidnapping, Luring a child into a Motor Vehicle, Burglary, and Robbery. Any person convicted or adjudicated delinquent for a felony offense must have a DNA sample drawn.

All Delaware County inmates convicted of any of the above listed offenses will not be released in any manner until a DNA sample has been drawn.

SANITATION STANDARDS

You are responsible for the cleanliness of your housing area that includes ceilings, walls, floors, light fixtures, vents and other property within the living area.

You are not permitted to wash your clothing in the housing units. You are not allowed to hang items in cells, on walls, doors, ceilings, windows or other areas. You are prohibited from blocking ventilation and/or air conditioning areas.

The Housing Officer will distribute cleaning materials and articles for cleaning the area. Upon completion of the assigned task, all cleaning materials shall be returned to the Housing Officer. There shall be inspections conducted daily of the living areas and cells. Any unsatisfactory inspection reports shall be made to the Unit Supervisor and may result in loss of privileges to include cell lock down for up to four hours for the first offense. You are responsible for the cleanliness of your clothing and linen at the times prescribed on the Laundry Schedule in accordance with the Housing Officer's directives. You are expected to maintain a high degree of personal hygiene while at this facility. Particular attention should be given to bathing and hair care. Failure to comply with any of these standards may result in formal disciplinary actions that could result in temporary loss of privileges.

MASTER SCHEDULE

The Master Schedule is a document that contains all of the activities occurring in the building within half-hour time blocks. The part of the schedule (posted as Activity Schedule) that pertains to your housing area is posted in your Unit Hallway. It is extremely important for you to recognize that activities scheduled for your area are only part of a very large whole. When an activity is scheduled for your area, you are to assemble at your Dayroom door. The supervisor or his/her assistant can stop or cancel

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any program. If you are assembled in this manner, the service may be delivered much more quickly. Failure on your part to be at the Dayroom door when the activity is scheduled may result in you losing the opportunity to participate in the privilege.

If you move from one housing area to another, it is your responsibility to review the posted Activity Schedule to see when your assigned programs are scheduled.

The philosophy within which the George W. Hill Correctional Facility operates is "inmates are responsible and accountable for their behavior". Aside from mandatory programs, you will be provided an opportunity to select activities in which you wish to participate.

COUNTS

You are subject to several daily counts. With the exception of those inmates authorized to be on "Out Count" status, you shall be physically on your assigned bed throughout the duration of the count. Any deviation or failure to comply with the procedure is a violation of the rules of this facility and will subject you to disciplinary proceedings.

Inmate traffic to and from the housing area ceases five (5) minutes before, during and until count is clear. The block officer will verbally announce the five (5) minute warning. Inmates are to be in their cells at this time. Disciplinary action will result for any inmate not in his/her cell. All inmates will remain in lock pending the count being cleared by the Front Desk Officer.

A positive I.D. count will be taken at 0700 (7:00 A.M.), 1500 hours (3:00PM), and 2300 hours (11:00PM). During this count you will be required to stand at your cell door or bunk and the officer will compare your face to your armband.

HEALTH SERVICES DEPARTMENT

The goal of the Health Services Department at G.W.H.C.F. shall be to provide essential health care services to every inmate on an unimpeded basis. The Health Services Department provides a variety of services to meet health care needs: new intake receiving screening and health assessments, medication administration, laboratory work, x-rays, infirmary services, chronic clinic monitoring, educational materials, mental health services, emergency care and routine sick call by nurses, physician assistants, physicians, dentists and mental health professionals. These services are available to all inmates, including those in SMU/Segregation. A medical orientation paper/handout will be issued at Intake.

HEALTH SERVICES ORIENTATION/EDUCATION PROGRAM

You will be provided an orientation to health services by a medical staff member upon arrival at G.W.H.C.F. An inmate Health Services Department Orientation handout shall also be issued to every inmate upon arrival to supplement the verbal orientation. This

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handbook includes: Medical, Dental, Mental Health Services, Medical Emergencies, Infirmary Services and Medication Administration.

In addition to the Health Services Department orientation handout received on intake, educational materials are available on many health-related subjects: Personal Hygiene, Oral Hygiene and Preventative Dental Education (including explanation and diagrams illustrating proper brushing and flossing techniques), Genital self-exams, Breast self-exams, Sexual Assault/Physical Violence Prevention, Sexually Transmitted Diseases, HIV/AIDS, Tuberculosis infection and disease, Chronic Diseases, Living Will/Advance Directives/Do Not Resuscitate Orders, Drug and Alcohol problems, Effects of Smoking and Smoking Cessation, Physical Fitness, Nutrition, Stress Management, Family Planning and Preparation for Release. If you are interested in a health-related topic, you may request information on a medical request form and it will be forwarded to you as soon as it is available. There is no charge for this service.

MEDICAL, DENTAL AND MENTAL HEALTH SERVICES

All categories of health services (medical, dental and mental health) are conducted 5 days a week, Monday through Friday, excluding holidays.

Inmates will submit a request to be seen by a nurse, physician assistant, physician, dentist or mental health professional, by completing a Medical Request Form (these slips are available on each housing unit or by request from correctional officers or medical staff). The inmate will keep the bottom pink copy of this slip and place the top copies of the slip in the locked Sick Call Box in each housing unit. In order to avoid delay in evaluation and/or treatment, do not place the slips in any other boxes on the unit, and do not turn slips in to the officers, Case Managers, or any other staff member. Do not attempt to detain any medical staff member in the hall or housing area. Any slips that are presented to the Medical Department in any manner other than how instructed above is a violation of HIPAA and will be destroyed.

Medical Request Forms will be picked up daily seven days a week. Medical staff will triage these slips, and you will be seen according to priority.

Sick Call Services

Sick Call will be held Monday through Friday, excluding holidays, by a nurse, physician assistant, or physician. If you wish to be seen on sick call, submit a medical request form stating your problem and put it in the sick call box on the housing unit. Inmates are required to report for sick call when announced by the housing officer. Failure to report for sick call is considered disobeying a direct order and may result in disciplinary action. Inmates may sign a refusal form after reporting to medical.

Refusals will not be accepted by word-of-mouth through a correctional officer.

Physician Services

Appointments or referrals to the physician are made on an as-needed basis. Routine chronic disease monitoring is also conducted by a physician and/or a Mid-Level

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Practitioner. You are required to report to the medical department to see a physician and/or Mid-Level Practitioner when announced by the housing officer. Failure to report to medical is considered disobeying a direct order and may result in disciplinary action. You may sign a refusal form after reporting to medical.

Refusals will not be accepted by word-of-mouth through a correctional officer.

Dental Services:

The dental department provides services including routine screenings, exams, cleanings, extractions, fillings, dentures, etc. All dental services are provided according to a system of treatment priorities.

If you wish to see the dentist, submit a medical request form stating your problem and put it in the sick call box on the housing unit. Inmates are required to report to the medical department to see the dentist when announced by the housing officer. Failure to report to medical is considered disobeying a direct order and may result in disciplinary action. You may sign a refusal form after reporting to medical.

Refusals will not be accepted by word-of-mouth through a correctional officer.

Mental Health Services

The Mental Health Department provides services related to emotional and/or mental well-being. Services may help you deal with personal and family issues, as well as concerns related to your adjustment to incarceration via methods such as: Problem Solving, Case Management or Group Counseling.

If you wish to see a Mental Health Counselor, Psychologist or Psychiatrist, submit a medical request form stating your problem and put it in the sick call box on the housing unit. All inmates are encouraged to seek mental health assistance before a problem worsens or leads to a hardship, such as confinement. You are required to report to the medical department to see a mental health professional when announced by the housing officer. Failure to report to the medical is considered disobeying a direct order and may result in disciplinary action. You may sign a refusal form after reporting to medical.

Refusals will not be accepted by word-of-mouth through a correctional officer.

Medical Emergencies

Medical treatment is available 24 hours a day, seven days per week for emergencies. If you have a medical, mental health or dental emergency, immediately notify the nearest staff member. They will in turn notify the Shift Commander who will notify the Health Services Department. A medical emergency is defined as a life-or-death situation, or the sudden onset of a severe illness or injury. Some examples of a medical emergency are severe chest pain, severe head trauma, difficulty breathing, profuse bleeding, third-degree burn, new fracture, etc. A mental health emergency is a crisis so severe that immediate

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attention is needed from a mental health professional. Some examples of a mental health emergency are thoughts of suicide or harming yourself or others, delusions or paranoia.

When an inmate declares a medical emergency, the medical staff will determine as to whether it is a true emergency. If it is a true emergency, you will be treated accordingly. If it is determined that it is not a medical emergency, you will then be required to submit a sick call slip in accordance with the above routine sick call procedures.

Infirmary Services

Infirmary services are available for those inmates who require frequent observation, isolation, or detailed medical attention. Although you may refuse treatment while in the infirmary, placement in the infirmary is a housing assignment and cannot be refused.

No personal property will be brought to the infirmary with the exception of one toothbrush, one tube of toothpaste, hygiene items, and one book. Inmates are permitted use of these items with physician approval only. No food is permitted in the infirmary except for designated meals and snacks. Meal times in the infirmary are the same as for the general population. Extra fluids are given to inmates by physician order only. All rules and regulations of the facility apply to inmates in the infirmary. Inmates will keep their bedside areas clean and neat. Failure to do so may result in disciplinary measures. Inmates will maintain good personal hygiene while in the infirmary. Inmates will shower every day unless restricted by a physician's order. Medication and treatment times are the same as in general population. Additional medications are ordered as needed and given as symptoms occur. No commissary items are allowed in the infirmary except as described above.

Medication Administration

Medications will be issued in the housing units. The Correctional Officers will announce when pill call is starting. To receive medication, you are required to come to the medication cart. You are responsible to be fully dressed with a visible ID band and a cup of water to drink during pill call. No exceptions. Diabetics will come to the medical department at 4AM and/or 2:30PM for blood sugar monitoring and insulin administration). No oral medications will be issued without a drink. The nurses are required to float all pills and you are required to swallow all medications in front of the pill call nurse and open your mouth after swallowing to ensure medications are not being "cheeked" or hoarded. If you choose not to take a prescribed medication, inform the nurse of your decision. The nurse will discuss the possible medical consequences of refusing the prescribed medication. If you still wish to refuse medication, you will be required to sign a refusal form indicating your reasons for refusal. Aspirin, Tylenol and Tums are available on Commissary. Indigent inmates requiring these over the counter medications must be seen by medical prior to medications being dispensed.

HIV Virus and AIDS

HIV/AIDS testing and counseling are available to all inmates. Write a medical request and place the request in the medical request box. Your request will be forwarded to the

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HIV/AIDS Counselor who will schedule you for testing and counseling. All HIV positive results will be shared by the Medical Director. All negative results will be relayed via written correspondence and will be documented in the inmate medical file.

Notice

AIDS and the transmission of the HIV-virus are serious concerns in a prison setting. Just as on the street, you risk contracting the HIV-virus every time you engage in sex, share a needle or touch blood. SELF CONTROL is your best protection against contracting the HIV-virus. You do not risk contracting the HIV-virus through casual contact, such as shaking hands or playing sports, or using the same shower and toilet facilities. On a monthly basis G.W.H.C.F. offers educational programs on AIDS and the HIV-virus and how to prevent the transmission of the HIV-virus. These programs are conducted if there is sufficient demand. Anyone who has used intravenous drugs or has had unprotected sexual relations with a man or woman, can get useful basic information by attending one of three (3) sessions. You are urged to participate in these programs. Information on these programs will be posted. Information in writing on AIDS and the HIV-virus is also available from the Health Services Department.

Medical Care of HIV-Positive Inmates

George W. Hill Correctional Facility provides the same level of medical care that is generally available in the Delaware County community. Inmates cannot be the ultimate judges of what medical treatment is necessary or proper for his or her care. The G.W.H.C.F. places confidence in the report of reputable medical staff that reasonable medical care is being rendered. Accordingly, if you were diagnosed as HIV-positive prior to your commitment, this means you may not receive the same treatment and medication you were receiving before you were committed. However, you will receive equivalent care. Also, at G.W.H.C.F. you will not receive any experimental drugs or treatments. At your discharge, G.W.H.C.F. will help you find available community medical providers so that you may continue to receive treatment upon your return to the community.

Assistance

If you have a question about AIDS or the HIV-virus or feel you may have problems at G.W.H.C.F. relating to housing, HIV-testing and medical care, access to treatment programs, or confidentiality, you may contact the Health Services Administrator. Your rights in these areas have been the subject of a federal lawsuit. These rights are in a settlement agreement, a copy of which is available for your inspection in the offices of the Health Services Administrator, the infirmary and the prison Law Library. In the settlement agreement, you will find the names, addresses and telephone numbers of attorneys who are responsible for enforcing your rights under the agreement. Prior to contacting your attorneys, you are urged to attempt to resolve the problem with the Health Services Administrator. Finally, you may also contact the Pennsylvania AIDS Hotline at (215) 985-2437 for English and Latino AIDS Hotline general information.

Non-Discrimination

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George W. Hill Correctional Facility does not discriminate against any inmate who is HIV positive. Accordingly, if you are HIV positive, this means you are entitled to have access to all treatment programs in the same manner as any non-HIV-positive inmate. Before a prison job assignment is made, all inmates must obtain medical clearance, excluding HIV testing.

Confidentiality

George W. Hill Correctional Facility has taken responsible measures to ensure that medical information is not disclosed to correctional and treatment staff. Unless you volunteer the information, no other inmate, correctional officer or staff member, except the Health Services staff should know if you are HIV-positive. If you give this information to the medical staff, only those providing medical treatment will know it.

Sexual Abuse/Assault (PREA- Prison Rape Elimination Act of 2003)

Sexual Misconduct:

As per G.W.H.C.F. Prison Rape Elimination Act (PREA) policy, the facility has **ZERO TOLERANCE** for sexual abuse, sexual harassment, and sexual misconduct.

Sexual Misconduct

Sexual Misconduct is defined as any behavior or act of a sexual nature directed toward anyone by another person. Sexual misconduct includes, but is not limited to: acts, threats, requests for sexual acts, or attempts to commit acts such as sexual contact, obscenity, behavior of a sexual nature or implication of the same taking or soliciting photographs/pictures of a person's nude breasts, genitalia or buttocks, indecent exposure, invasion of privacy for sexual gratification, inappropriate touching or incidents of intentional touching of the genitalia, anus, groin, breast, inner thigh, or buttocks, or other body parts with the intent to abuse, arouse, or gratify sexual desire or incidents of indecent exposure of breasts, genital area, or other body parts, even in consent in an institution. Any procedure such as, but not limited to: taking pictures/photographs, pat searches, or medical exams that are required by department policy, procedure, or process are not defined as sexual misconduct.

Consensual Sex:

Any sexual touching, attempt, or 'consensual' act is prohibited by G.W.H.C.F. under a zero-tolerance policy.

Inmate-on Inmate Sexual Abuse/Assault:

As defined by PREA and George W. Hill Correctional Facility Policy: One or more inmates engaging in, attempting to engage in, or the completion of a sexual act with another inmate. Also, the use of threats, intimidation, force or other actions and/or communications reasonably calculated to cause submission of another inmate to engage in a sexual act against the inmate's will.

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Staff-on Inmate Sexual/Assault:

Engaging in or attempting to engage in a sexual act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breasts, inner-buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

Sexual abuse/assault of inmates by staff or other inmates is an inappropriate use of power and is prohibited by George W. Hill Correctional Facility Policy, PREA, and the law.

Staff Sexual Misconduct:

Sexual misconduct is sexual behavior between a staff member and an inmate that can include, but is not limited to indecent, profane or abusive language or gestures and inappropriate visual surveillance of inmates. Please refer to the paragraph above on sexual misconduct for more information as per PREA standards.

Your right to be safe from sexual assault (PREA):

While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Whether you are straight, gay, lesbian, or bisexual, you have the right to be safe from unwanted sexual advances and acts.

Confidentiality:

Information concerning the identity of an inmate victim reporting a sexual assault, and the facts of the report itself, shall be limited to those who have a need to know in order to make decisions concerning the inmate-victim's welfare and for law enforcement and investigative purpose.

What to do if you are assaulted:

If you become a victim of a sexual assault, you should report it immediately to a staff member who will offer you immediate protection from the assailant and will refer you to the Medical Department. You do not have to name other inmates to the staff member to receive assistance, but specific information may make it easier for staff to help you. You will continue to receive protection from the abuser, whether or not you have identified your attacker or agreed to testify against them. Even though you may want to clean up after the assault, it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries that may or may not be readily apparent to you. They can also check you for sexually transmitted diseases and gather any physical evidence of assault. Individuals, who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

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How to Report an Incident of Sexual Assault/Abuse:

It is important that you tell a staff member if you have been sexually assaulted. You can tell your Case Manager, Chaplain, Psychologist, Nurse, Corrections Officer or any other staff member you trust. Staff members are instructed to keep the reported information confidential and only discuss it with appropriate officials on a need to know basis.

Other Ways to Report a Sexual Assault:

There are however, other means to confidentially report the assault if you are not comfortable with staff.

Write directly to the Warden: You can send the Warden an Inmate Request or letter reporting the sexual misconduct.

Third-Party Hotline: You may also call the hotline for the **Delaware County Women Against Rape (WAR)**. This service is available for both men and women. The number is a 24-hour hotline. The number is **610-566-4342 or Option #90 from any inmate phone**. You can also correspond with them via writing and send to: **P.O. Box 211, Media, PA 19063**.

PREA Grievance Procedure (115.51):

You also have the right to file a grievance to report an allegation of sexual abuse/harassment, retaliation by other inmates or staff for reporting sexual abuse, or staff neglect or violation of responsibilities that may have contributed to such incidents. There is no time limit on when you may submit a grievance regarding an allegation of sexual abuse/harassment, retaliation, or staff neglect. Your grievance should only include the information regarding the allegation at hand. Any other information included in the grievance not relevant to the allegation will be addressed in a normal time limit.

Once received, your grievance will be immediately reviewed, and the facility will provide an initial response within 48 hours.

If you would like to submit a grievance pertaining to PREA, you do not have to submit it to the subject of the complaint. If an investigation into your allegation will take some time to complete, you will receive a facility decision on the merits of your allegation no later than 90 days after it was received. If the investigation will take longer than 90 days, you will receive something in writing describing the extension and the date in which you should expect to receive a final decision.

If you file a grievance related to an allegation of sexual abuse in bad faith, you may be subject to disciplinary action.

Seek Medical Help:

If you have been sexually assaulted, you must get medical attention immediately. Although it may be difficult, it is important that you do not shower after the assault.

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Showering may wash off the hair and body fluids that are critical evidence. Also, bring the clothes and underwear that you had on at the time of the assault to the medical exam with you. You will be checked for the presence of physical evidence such as hair, body fluids, tears or abrasions that remain after the assault. This physical evidence is crucial in corroborating that the sexual assault occurred and in identifying the assailant. The examination will be conducted privately and professionally.

You should seek medical help if you have been sexually assaulted or had sexual relations with others, to determine if you have been exposed to the HIV virus or other sexually transmitted diseases. Female inmates will be tested for pregnancy when appropriate.

Understanding the Investigative Process

Once the misconduct is reported, the Criminal Investigation Division (CID) of Delaware County will be notified and all reports forwarded to them. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings. Any inmate who alleges that he or she has been sexually assaulted shall be offered immediate protection and will be referred for a medical examination free of charge.

If the Criminal Investigations Division (CID) of Delaware County does not believe there is enough evidence to continue with the investigation, they will send your case back to the facility to be investigated internally through the Investigations Department.

Counseling Programs for Victims of Sexual Assault

If you have been the victim of an assault by staff or inmates, you may seek counseling and/or advice from the Chaplain or Psychologist, or Women Against Rape Crisis Center (WAR) by dialing #90 from any inmate phone within the facility. Crisis counseling, coping skills, suicide prevention and mental health counseling are all available to you free of charge.

Most people need help to recover from the emotional effects of a sexual assault. If you are the victim of sexual assault whether recent or in the past, a specially trained staff member offering psychological services is available to you.

If you feel you need help to keep from sexually assaulting someone else, psychological services are available to help you gain control over these impulses.

About Your Safety

If you feel that your right to be left alone sexually is being violated, staff is available to help you deal with the problem. You should discuss your concern about sexual assault with a staff member. Some staff, like psychology staff, is specifically trained to help you deal with problems in this area. If you are in an emergency situation, approach any staff member. It's part of their job to ensure your safety. Even if you have not been assaulted or abused, but are in fear of your safety, you must report your concerns to staff. You do not

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have to name other inmates to receive assistance, but specific information may make it easier for staff to help you.

Avoiding Sexual Assault

Here are some things you can do to protect yourself against sexual assault:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert!
- Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Stay in well-lit areas of the institution.
- Choose your association wisely. Look for people who are involved in positive activities like education programs, religious services, etc.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

Remember

Sexual Assault is a serious crime. The George W. Hill Correctional Facility has a **ZERO TOLERANCE for this type of behavior** and will investigate all reported incidents of sexual assault. If you are a victim of such assault **REPORT IT IMMEDIATELY**. George W. Hill Correctional Facility staff will protect you from the assailant.

Staff or inmates who engage in sexual abuse or assault of inmates will be investigated by law enforcement authorities and if found guilty will be subject to a full range of criminal and administrative sanctions.

Any act between inmates and staff (even if no objection is raised) is **ALWAYS ILLEGAL**.

It is never appropriate for a staff member to make sexual advances, comments or to engage in sexual advances, or engage in sexual contact with an inmate. Even if the inmate wants to be involved with the staff member, the staff member is not allowed to respond. It is not appropriate for an inmate to approach a staff member sexually.

FOOD SERVICE

You shall be provided with three (3) nutritionally balanced meals per day. Meals shall be served at times designated on the Master Schedule. Failure to report when meals are delivered to the housing unit will result in you missing that meal. Meals are to be eaten in

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the dayroom area. Trays are not to be taken into your cell. Trays will be collected twenty (20) minutes after the last tray has been served. New sporks will continue to be delivered to each unit weekly.

At the conclusion of each meal, you are responsible for your tray and eating utensils as directed by the Housing Officer. You will also clean that part of the table, chair and floor where you sat during the meal, and throw any paper items from your tray into the trash. Food items may be left on the tray and returned to the kitchen. You have to return your tray with each meal. If you refuse your meal, it will be returned to the kitchen area.

Food will not be given away to other inmates. There will be no exchanging of meals. The Medical Department Unit must authorize special diets. Religious diets are approved by the Chaplain. Religious diets will only be approved once during one's term of incarceration. All religious diets are vegan based (ovo-lacto and lacto).

LAUNDRY SERVICE

It is very important that you keep your clothing and linen in a clean state. The Laundry Schedule will determine laundry service for your housing area. The care of institutional clothing issued to you, is your responsibility.

Uniforms and Linens are provided to you at Intake. You are to send your uniforms and underwear to the Laundry according to the Laundry Schedule. Dirty sheets and towels are not to be sent to the Laundry with uniforms. Dirty sheets and towels will be collected, washed and returned on Tuesdays and Thursdays as posted on the Laundry Schedule. Sheets and towels will be returned on the same day.

In order for you to receive a clean item, you must turn in a dirty item that will be washed and returned the same day. Same items will be exchanged. Items which are not returned or which are damaged will be charged to the inmate.

YOU ARE NOT PERMITTED TO WASH YOUR LAUNDRY OR LINENS IN THE HOUSING UNITS.

NOTE: Court clothing can be washed in the facility laundry. You can request this service by using a REQUEST FOR INFORMATION FORM.

VISITATION

The George W. Hill Correctional Facility wants to keep you in contact with your family and friends through regular visits. The Classification Counselor will give you an Inmate's Visitor List in which you can give up to ten (10) names of the people you want to have as visitors. You must fill out this sheet in its entirety (Name, Full Address, Phone Number, DOB, and Relationship) or you will not be able to have visitors. When you finish filling out the sheet, place the sheet in the request box on your unit. (This will go to your Case Manager). Inmates will state all adults (anyone over the age of 18) that are to visit. This list will stay in effect for a period of six (6) months.

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Visitation shall be conducted in accordance with the current visiting schedule, which shall be issued as an addendum to the existing handbook.

Visitors who will not be added to the list will be those that were former inmates (discharged within the last 365 days) and victims. Any visitor with a drug conviction will not be permitted to visit. Each case will be reviewed on a case by case basis through the Assistant Warden of Programs and Records. Minors do not need to be placed on the list.

SPECIAL VISITS CAN BE SCHEDULED BY SUBMITTING A REQUEST FOR INFORMATION FORM TO THE CHIEF OF SECURITY'S OFFICE.

Attorneys shall be admitted to the facility at any reasonable hour after presenting proper credentials and identification.

Please remember, for a person to visit you, they must be on your visitor's list. The privilege to visit may be denied or temporarily suspended at any time to maintain the good order, safety and discipline of the facility.

Visitors are not allowed to give inmates any items. Cash or credit card deposits can be made in the lobby through the Kiosk machine. Checks and money orders may be mailed in and are to be made payable to: Inmate's Name and Number. No personal checks will be accepted unless it is a certified check from the bank.

Contact Visitation

1. You will not be denied visiting privileges as a form of punishment, or as a result of a disciplinary action, except for an infraction of contact visiting regulations.
2. The Warden may, for reasons of security, restrict an inmate's contact visitation privilege for an indefinite period of time, which will be reviewed on a weekly basis by the Chief of Security.
3. The Warden, or his designee, who includes Shift Supervisors, may suspend your visiting privileges for just cause at the time of a violation. Such action will be reported, in writing, to the Chief of Security within twenty-four (24) working hours of the violation. The Chief of Security will make the decision regarding future action. A Disciplinary Action Report will be submitted by the officer suspending visiting privileges.
4. Cash or credit card deposits can be made in the lobby through the use of the Kiosk machine.

GEORGE W. HILL CORRECTIONAL FACILITY WILL NOT ACCEPT CASH OR OTHER NEGOTIABLE INSTRUMENTS.

5. You will be called when your visitor(s) arrive. You will need a pass from your Housing Officer. You will not be permitted to receive the visit if you take any personal belongings other than a wedding ring or religious medal.

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6. Upon arriving to the visitation area, you will go directly to the search room. Do this immediately. Failure to follow instructions will result in a Disciplinary Action Report. You will appear before the Disciplinary Hearing Officer for a hearing, which could result in your visiting privileges being suspended or revoked.
7. When your allotted time (1 hour) for your visit has expired, you will remain seated until the visitor leaves the visitation area. You will be instructed to leave the visitation area and report back to the strip room. Do this immediately. Failure to follow instructions will result in a Disciplinary Report.

You will then appear before the Disciplinary Officer for a hearing, which could result in your visiting privileges being suspended or revoked.

8. In the event you are disruptive, uncooperative, have contraband on your person or in your clothing or create a disturbance in any manner in the visitation area, strip room, in route to or from the visitation area, disciplinary action will be initiated.
9. There will be absolutely no smoking or tobacco products allowed in the George W Hill Correctional Facility by either inmates or their visitors.
10. Three (3) adults and unlimited children are allowed to visit, as long as you are capable of keeping them under control.
11. A guardian must accompany minors under the age of eighteen (18).
12. The facility can, based on instruction from the courts, restrict juvenile visitors entering the facility to visit with specific inmates.

MAIL

All inmates are encouraged to write and receive letters from family, friends and other people. Generally, there is no limit to the mail inmates send and receive. However, it may be disallowed if contraband is found.

Indecent, nude photos, or sexually suggestive material including pictures are **NOT** allowed. Pictures with marker or crayon coloring present will **NOT** be permitted.

All mail is opened and examined for restricted materials, contraband and money. Certified checks and money orders will go into your account. All contraband shall be confiscated. Unauthorized currency, personal checks and payroll checks will not be accepted. A form will be sent to you by the Mailroom staff to request an address to return restricted items. Unauthorized currency CANNOT be put in your personal property. You will be given a receipt for all funds credited to your account. Polaroid pictures with any type of backing must be removed. Any picture or item with foreign substance on the item is not allowed. Letters with stickers, mailing labels or decorative stickers of any kind will be returned.

Scent detector dogs may scan all incoming mail and packages for contraband items.

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Legal mail will be opened and inspected for contraband in your presence. You will sign for your legal mail to verify you received your mail. If you have a legal need to send out certified mail, attach a completed Transfer Request Form to the envelope you want to mail. The Mailroom will calculate the cost of certified mail and send it out. The cost of the letter will be charged to your account.

Books, magazines, newspapers, and religious items/literature must come from the publisher or bookstore only. Certain publications are prohibited such as pornography, drug paraphernalia, catalogs, price lists, calendars anything that presents a security risk, promotes discrimination, endorses hate or encourages insubordination. If you are unsure, address a request for information to the Deputy Warden of Operations and Support Services. All publications received from a bookstore or book publishing company are limited to 4 within a 30-day period. Publications received from the publisher are unlimited. A list of publications not permitted in the facility are listed in the Case Manager's Office.

No Hardcover books are permitted to be sent to the facility.

Any material that advocates racial or religious hatred for example the Noble Quran, the Satanic Bible, etc will **NOT** be accepted. Material or photos that encourage sexual behavior will not be accepted.

Writing materials, that are available on commissary, may not be received by mail, including postage stamps, stationary or envelopes.

Other unauthorized enclosures include: stickers, buttons, pins, plastic cards, phone cards, pens, pencils, and musical cards, return address labels or food of any kind.

No lipstick, body oils, perfume or glue, etc. allowed on envelopes or letters.

In-house correspondence to staff members shall be routed on an Inmate Request For Information Form provided by the Housing Officer. Requests for in-house correspondence between inmates are to be directed to the Unit Case Manager for approval from the Deputy Warden Operations and Support Services and the Deputy Warden.

Packages are not normally permitted. Any exceptions must be requested via your Case Manager and approved by the Assistant Warden of Records.

If you wish to mail a letter, you may do so by placing it in the mailbox in your housing unit anytime during your scheduled recreation period. Do not give your mail to the Housing Officers or any other staff member for deposit in the mailbox. Letters with contraband will either be returned to sender or confiscated, depending on the contraband. The correct mailing address is:

YOUR NAME, NUMBER, HOUSING AREA
GEORGE W. HILL CORRECTIONAL FACILITY
P.O. BOX 23
THORNTON, PA 19373

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G.W.H.C.F. only permits correspondence with someone at another prison or at G.W.H.C.F. if he or she is in your immediate family. A request to do so must be submitted to your Case Manager for approval. Relationship must be confirmed through birth certificates or marriage certificates.

There is no free mail service in this facility. However, legal mail is delivered to the Courthouse "free" to the inmates. Writing the word "FRANK" or FRANKED" does not entitle any inmate to free mail. These terms only apply to members of Congress. Indigent inmates are to see your Case Manager.

All mail received after you have been discharged will be returned to sender.

PROGRAMS

Programs are determined by court order or personal needs of the inmate. All programs are available to all inmates (including boarders) on an equal basis.

Counseling services are available to all inmates of G.W.H.C.F. These services include either group or individual counseling and substance abuse education. Some examples are:

PREP DRUG AND ALCOHOL PROGRAM

PREP is an intensive, 8-week treatment program for chemical addiction. You enter the program either by being sentenced by the courts to complete PREP, or volunteer to attend by putting a request in through your Case Manager. The program consists of five full-time, addiction counselors who each meet with male and female inmates 10 hours a week, Monday through Friday. Upon successful completion of the treatment, each inmate receives a certificate of completion. If placed in Administrative Segregation or Disciplinary Detention, you are not able to attend this program and will have to repeat this program.

PREP II

This program is geared toward repeat offenders who have successfully completed PREP and/or a community based treatment program. Unlike PREP, which focuses on the foundation of addiction, this program places great emphasis on prevention and after care. The goal of the program is to strengthen prevention skills and problem solving, and relationship building. This program is twelve weeks and closed until ended. Program rules and assignments are strictly enforced.

NA (Narcotics Anonymous)

This organization meets at the facility, as scheduled for the Women's Unit and for the Men's Units. The group consists of recovering addicts who conduct group sessions with the goal of discussing each person's experiences and coming to the realization that the addiction is responsible for most of their problems. Confronting the issues as a group provides support for those trying to overcome the addiction. You must submit a request form through your Case Manager to attend these sessions.

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AA (Alcoholics Anonymous)

This organization meets at the facility as scheduled for the Women's Unit, the Women's Pre-Release Unit, the Men's Units and the Men's Pre-Release Unit. The group consists of recovering alcoholics who organize the group sessions. Members communicate their experiences and how the 12-step program can assist them in getting their lives back together. You must submit a request form through your Case Manager to attend these sessions.

Psychological Counseling (On Site)

The on-site Psychological Counselor holds classes each week for four programs. Times may vary. See the Unit Activity Schedule. The programs are:

1. **Anger Management Program**

Anger management is a four-week treatment program for inmates with stress and issues regarding anger. Inmates can enter the program voluntarily or can be court stipulated. The groups meet twice a week for 1.5 hours and are utilized to help inmates understand their anger patterns and where they originated. Inmates learn new appropriate ways to express their feelings without violence. There is required homework so that each inmate can individually express themselves. This is an open group and any inmate can attend according to the Activity Schedule.

2. **Sex Offender Program**

The Sexual Offender Program is a 20-week treatment program for inmates who have committed a sexual offense. Inmates can enter the program voluntarily or be court committed. The group meets twice a week for 1.5 hours each session. Each inmate is required to complete assignments. The goals for inmates include: acknowledging and accepting responsibility for complete sexual assault history, improving understanding of human sexuality, improving appropriate social and relationship skills, developing appropriate skills in anger management, learning about traumatic effects of sexual assault victimization and developing empathy, separating anger, power, and other inappropriate motivation issues from sexual behavior, recognizing and changing cognitive distortions, learning healthy sexual thoughts and feelings, and reducing unhealthy sexual thoughts and feelings, identifying personal sexual offense cycle and recognizing characteristics of the cycle, developing and using interventions to interrupt each stage in the sexual offense cycle, identifying high-risk situations that could lead to further sexual offending, developing and using interventions to avoid and escape high risk situations, exploring unresolved issues from personal victimization, if applicable, adopting a non-exploitative and responsible lifestyle, and developing a support system of people who are knowledgeable about offending cycle, high risk factors, and prevention planning.

3. **House of Healing Program**

The House of Healing Program is a 12-week treatment program for inmates who have experienced issues of loss or trauma as children and throughout their lives. Inmates can enter the program on a voluntary basis as this is a self motivated group and only for those interested in dealing with their past honestly. The group

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meets once a week for 1.5 hours. Each inmate is given a book that correlates with the group and assignments that are given out periodically through the group. This is an open group and any inmate can attend according to the Activity Schedule.

4. **Transgender Program:**

The Transgender/PREA group is a six-week program focused on addressing a variety of issues facing the LGBTI community both inside and outside the prison setting. Group members will discuss development across the lifespan; individual experiences of harassment, discrimination, and abuse in the community; individual experiences of harassment, discrimination, and abuse in the prison setting; social relationships; family dynamics; gender and sexual identity; PREA standards; and standards of care in the prison setting. The group will also identify and discuss different coping strategies including relaxation and meditation exercises, anger management, and emotional regulation skills. Inmates can enter this program on a voluntary basis.

Thresholds

The programs run an average of 7 weeks. The Thresholds volunteers conduct one-on-one sessions with inmates at various times throughout every day of the week and they conduct Macro (group) sessions as scheduled. Most of the Thresholds meetings are held in the Visitation Room. Thresholds, is based on the belief that the image a person holds of himself or herself in relation to society strongly influences their actions.

By learning to make better decisions and deal with problems, a person can raise their self-esteem, thereby improving their self-image. For the inmate, this enables them to be more productive when they return to the community. Inmates may request this program through their Case Manager.

Adult Basic Education (ABE), and GED Preparation Classes

Earning your GED can greatly increase your job prospects and annual earnings, once you are released. Male and female inmates who do not have their high school diplomas can sign up for GED Preparation classes through their Case Managers. These classes meet twice per week, for 1 ¾ hours each, focused upon helping each student to be ready to take the four computerized GED tests. Each of the four tests must be passed before the candidate can earn his or her GED Diploma. The tests cover the following areas: Social Studies, Science, Reasoning through Language Arts, and Mathematical Reasoning. The classes will concentrate on preparing the student in one subject area at a time. They will remain in the GED Preparation classes until they pass the exam and/or are discharged. GED exams will be scheduled through the teacher's recommendation. Once the student has passed one test, the instruction will move on to the next subject area. In addition to the classroom instruction, there are a few inmate tutors available to help during the rest of the week. This is a good way to invest in your future!

Vocational Training

This program offers Workplace Essential Skills (WES) and Computer Class:

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Workplace Essentials Skills (WES)

Male and female inmates can sign up for our WES classes. This eight-week (two days per week) course will address the following topics: identifying skills, job search, resume/cover letter development, interviewing, how to handle questions about criminal background and incarceration, the importance of attitudes, how to appropriately follow-up with potential employers, job applications/W4, and how to remain successful employed. Students will also help students gain a general understanding of how to operate a desk-top computer. This will include typing, basic understanding of Microsoft Word, and putting Microsoft Works skills to use. Students receive a certificate upon completion and have the opportunity to develop a functional resume to use upon release from the facility.

Positive Living Assistance Network (PLAN)

Male and female inmates who have a verifiable Axis I mental health diagnosis may attend PLAN classes. This nine-week course covers areas such as self-awareness, medication, and mental health diagnosis, addiction/dual diagnosis, life skills, community awareness, time management, communication skills, money management, and Probation and Parole Survival Skills. Students receive a certificate upon successful completion. This is an educational/informational course.

Intermediate Unit Classes (IU)

This program provides inmates between the ages of 16 and 21 with the opportunity to continue with their High School education through the Delaware County Intermediate Unit while they are incarcerated. You are given a form to fill out in your Classification Process, indicating if you choose to participate or not.

Children and Youth Services

This program meets at the facility as scheduled. CYs will schedule visits for children with parents who are incarcerated at the facility.

Religious Services

The facility has a full-time chaplain who coordinates the activities of all the religious services and the volunteers here at the facility. The facility has the resources to provide religious services to nearly every known creed and the volunteers supplement the religious services with Bible studies, reading, hymns and additional auxiliary functions. For services held off the housing units, inmates must send a Request for Information to participate in services to the Chaplain.

(HIV/AIDS) Counseling and Education

The George W. Hill Correctional Facility provides on-site counseling and education on HIV/AIDS to the inmate population and to the staff through the Medical Department.

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Recreation Program

The recreation program provides each inmate (males and females) in the facility the opportunity to come to the gym for one hour each week per a schedule. During that visit the inmate can use all the equipment in the gym.

Each housing unit is also provided with a variety of board games and cards on a regular basis.

Wellness Programming

The wellness program provides each inmate (males and females) in the facility the opportunity to come to the Wellness Room each week per a schedule and complete enhanced workouts which are state of the art in body conditioning and strength training.

Body Pump

This is a strength endurance class that is offered for both male and female inmates where muscle and music collide. You can achieve MAX results in the shortest amount of time by working your entire body within one hour.

Cycle

An indoor cycling class that was created to challenge both the beginner fitness enthusiast and the seasoned athlete. Each ride on the bike helps increase your cardiovascular endurance and muscle strength while reducing body fat. This class is offered for both male and female inmates.

Zumba

Zumba is a fusion of body sculpting movements with easy to follow dance steps to Latin and International music. Aerobic interval training using slow and fast rhythms maximizes caloric output, fat burning and total body toning. Offered for female inmates.

Yoga

Offered for both male and female inmates, for one hour you will learn how to regulate your emotions, learn how to use dee breathing to calm your mind and body. During this class, you will explore the dynamics of meditation and how to bring the practice to your daily life.

Rowing

This class utilizes indoor rowers to stimulate a high cardiovascular workout in a non-traditional movement, stimulating rowing techniques plus some of the rower interval strength training. This class is offered to both the male and female population.

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Cross Fit and Boot Camp

This is a high-intensity interval training. Exercises will be executed immediately following another opposing exercise in a high paced environment of constant variable exercise. Offered to both male and female inmates.

Music

Class sizes are generally three to ten people at one time. In 45 mins you will receive instruction in various musical instruments to improve already established techniques. This class is offered two times a week. You will be able to jam away with acoustic guitars, an electric guitar, keyboards and bongos. This class is currently offered for male inmates only.

DAY ROOM ACTIVITIES

Each day room is equipped with a television set. Television shall be turned off by 11:00 P.M. On special occasions, television operation may be extended, but only by permission of the Shift Commander or higher-level authority. If an un-resolvable dispute shall arise over which program or channel should be watched, the staff shall turn the television set off. All individual televisions must be purchased from commissary. Televisions and radios will be engraved with the inmate's name and date. Televisions may have no remote controls and no power packs. They must be 13" or smaller (no battery-operated televisions). No T.V./VCR/DVD combinations will be accepted. T.V.'s and radios are not to be traded or given to other inmates even after your discharge.

All televisions must be earphone equipped. Radios are to be purchased through commissary. The G.W.H.C.F. does NOT have a T.V. loaner program.

The day room shall be kept clean and neat at all times, as ordered by the Housing Officer. Failure to do so may result in temporary loss of day room privileges. You are not to sit on the top of the tables because others eat off of these tables. Do not write on or vandalize tables, doors, walls, etc., in the day room or your cell. Inspection is conducted Monday through Friday at 8:30 a.m. Lights will be turned on by 5:30 a.m. You are expected to get up and make your bed by 8:00 a.m. Your bed is to remain made until 6:00 p.m. Beds are to be made when unoccupied.

On Saturdays and Sundays and recognized holidays, beds are not required to be made, but lights will be turned on when breakfast is scheduled.

Good manners and care for others will stop incidents that might lead to one inmate or an entire housing area losing their privileges. While in the day room area, you must be fully dressed.

It is your responsibility to lock your cell door when your cell is not occupied.

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SEARCHES

Frequent unannounced searches of inmates' housing areas, and other areas of the institution, are conducted as necessary to ensure the safety and security of the facility. Searches are conducted to detect and prevent the introduction of contraband, to recover missing or stolen property, and prevent escapes and disturbances. Searches shall be conducted in a manner that will avoid unnecessary force, embarrassment or indignity to you. You are expected to act in an orderly manner and obey all orders of the staff conducting the search. You are not required to be present during a housing unit, cell, room, or area search. Canines may be utilized to assist officers during searches.

Urine testing will be conducted for suspected use of narcotics and/or illegal drugs. Urine samples will be provided at the request of the security staff. Refusal will result in disciplinary action.

PERSONAL PROPERTY

Your personal clothing and valuables will be stored in the property room pending your release from this institution.

An inventory of each article was provided to you during the intake process. All authorized additions or deletions shall be noted in writing on the Clothing Record by you and a staff member. Under no circumstances will you be allowed to buy, sell, trade, give, borrow, lend or otherwise barter any items of personal property with any other inmate. You will be held personally responsible for all items located in your locker or housing area. Thirty (30) days after discharge, all items not picked up to include radios and televisions will be donated to charity or destroyed.

You may have your personal property picked up by your family. Property pick-up is on Thursday, Friday, and Sundays. You must fill out a property pick-up card provided by the case manager to have your permission to have property picked up.

CLOTHING

At the time of intake, you were issued two pairs of pants, two shirts and one pair of shoes, in addition to other items. When you are required to leave the housing area to go to any other area of the institution, you must wear a shirt, pants, shoes and have your ID picture bracelet on. Any damaged clothing should be brought to the attention of your Housing Officer or Unit Manager. Inmates being discharged must return all issued items. You will be charged for any items not returned.

Note: Court attire can be delivered Tuesday through Friday between the hours of 9:00 A.M. to 11:00 A.M. and 1:00 P.M. to 4:00 P.M. You must contact your Unit Case Manager to make these arrangements. When your court clothing is delivered it will be switched with your street clothing. **YOU CANNOT EXCHANGE STREET CLOTHES FOR STREET CLOTHES.**

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HAIRCUTS

Hair is cut according to the Barber Schedule by an inmate worker assigned as a barber.

INDIGENCE

You are determined to be indigent if you have an account balance of less than \$5.00 for thirty days in a row with no money credited to your account during this time. Your case will be reviewed by the Case Manager. Inmates who are indigent can request an indigent package every two weeks through their Case Manager. Inmates may also request an indigent package once their account has been less than five dollars for more than 30 days. If you have money to buy items, you will not receive an indigent package.

An indigent package includes:

- 1 toothbrush and toothpaste
- 1 bar of soap
- 1 deodorant
- 1 wash cloth
- 1 razor (except for Medical Unit, RHU, 8B, 8C, 10A, 10B, 10C and 9B)
- 1 packet of shampoo

Stamped envelopes are available via Case Manager Request forms (two pre-stamped envelopes every two weeks).

COMMISSARY

You will not gamble, give, sell, borrow or lend any commissary items to another inmate. An excessive amount of commissary items will cause an officer to question you concerning the excess. Commissary will be purchased in accordance with the Master Schedule. A list of items for sale in the commissary may be requested from commissary. All commissary purchases are completed utilizing the inmate telephone phone system. Directions can be obtained through your Case Manager.

1. Once your commissary order has been placed there will be no changes to that order.
2. Commissary is delivered Monday-Friday on days designated to your Housing Unit.
3. Commissary may be ordered with the following weekly limits:

Food items and personal care:	\$70.00
Clothing and appliances:	\$70.00 (not including a TV purchase)

4. If the value of your commissary order exceeds the amount of money in your account, items will be removed from your order so as not to exceed your balance.

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5. If there are any discrepancies in your delivered order, address the problem with the Commissary Supervisor. If you still cannot resolve the issue, please provide, in writing, the nature of the problem and give it to the Housing Officer for delivery to the Case Manager/Business Manager for handling.
6. Televisions must be purchased through commissary and are limited to one per incarceration.

Commissary orders are filled based on funds actually in your account at the time the order is placed. Funds received will be available for use within three (3) business days. No exception to this rule is permitted.

Any question concerning your commissary account should be written on a Request for Information form addressed to the Business Manager.

TELEPHONES

There are telephones in every day room in the housing areas. Telephones can be used when the day room is accessible. Calls may be placed on a collect basis or by using your commissary funds. You are NEVER to use staff telephones. All telephone calls will normally be limited to thirty (30) minutes. Third party calls are not allowed. Telephones in the Case Manager's office are not to be used for personal calls. In case of an emergency the Shift Commander will determine if a call can be made in his/her office. Inmates will receive a PIN number to be used on block phones. Block phones are recorded and monitored. The sharing of pin numbers is strictly prohibited.

Telephone Dialing Instructions

To make a **collect call or debit call**:

1. Press 1 for English (2 Para Espanol)
2. Press 0 to make a collect call or press 1 to make a debit call.
3. Enter your 8-digit booking number, followed by your 6-digit TID number
4. Enter the ten-digit phone number you are calling.
5. The system will thank you and your call will then be placed.

To access **Commissary**:

1. Press 1 for English (2 Para Espanol)
 2. Press 4 to access the commissary. The system will transfer you to inmate services.
 3. Select Language choice.
 4. Enter your 8-digit booking number followed by your 6-digit TID number.
 5. Press 1 for Commissary, 2 for trust balance, or 3 for debit transfer.
- **NOTE-You must transfer debit funds in order to make debit calls.**

To access **PREA, ICE, and Delco Suicide Hotline**:

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1. Press 1 for English (2 Para Espanol)
2. Press *90 to access PREA, *91 to access ICE, or *92 for the Suicide Hotline.
3. System will dial the selected service. Follow any prompts generated by that service.

Your telephone calls will be monitored by George W. Hill Correctional Facility personnel.

Your telephone calls will be recorded by the telephone system. The called party will hear the following warning on each call: "You have a collect call from _____ at the George W. Hill Correctional Facility in Thornton, Pennsylvania. This call may be monitored or recorded. To accept the charge for this call press 1, to refuse the call, hang up." Remember the system is making a permanent recording of all calls.

3 Way Call Detect

The phone system is designed to detect 3 Way Call attempts. The phone system senses 3 Way Call characteristics, and when these characteristics are found- will disconnect the call immediately.

RELIGIOUS ACTIVITIES

Religious services will be held in accordance with the Unit Activity Schedule. Religious services will normally be held in the Programs Area or Chapel. Inmates interested in attending religious services held in the Chapel must register first. Registration is done by submitting an Inmate Request for Information form to the Chaplain prior to attending the service. For the good working of the facility, observance of a religious holiday or need must be communicated via inmate request slip to the Chaplain thirty days before the calendar date. Requests from new commitments will be received up to ten days prior to the holiday. Requests received from new commitments in less than ten days may not be honored. Inmates classified Special Management or Maximum Security shall have Religious activities on their Housing Unit. Those inmates who are housed on the medical unit will not be permitted to attend religious services while in the sheltered housing unit. Once cleared from medical, all normal religious service attendance will be reinstated. If you desire religious counseling on an individual basis, you may do so by sending an Inmate Request for Information form to the Chaplain/Volunteer Coordinator. See posted Activity Schedule for days and times of various religious services offered.

Religious Attire

Inmates are permitted to have no more than two religious articles to cover the head, and only one may be worn at a time. Religious head coverings may only be worn in the inmate's assigned cell and at the assigned location of worship on the schedule for the inmate's unit and time. Inmates are permitted to have no more than one religious article worn around the neck. Religious items to be worn around the neck may only be visibly worn on the inmate's assigned housing pod.

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Due to classification, security concerns, and uniform procedures of this facility, religious articles are not to be worn in the halls of the facility and are to be removed during transport, work privileges, medical visits, gym, video court, visitation, and public areas. At no time are religious articles to cover one's face. Failure to comply with these rules may result in confiscation of religious articles and disciplinary action.

Religious materials used for other purposes than their intended function and "self-made" or "improved" religious items will be considered contraband.

Religious Materials

The facility can only distribute religious material that has been donated. If you need religious items and the Chaplain's office is not able to accommodate your needs, you may have these items sent in to you from an outside vendor. All items must be pre-approved prior to distribution. All personal property must not exceed ones assigned space and is subject to sanitation standards.

WORK RELEASE

All inmates that participate in the Work Release Program must have eligibility established by court order. The prison has final authority over the inmate's work release eligibility. Inmates will not be eligible for this program if charged with the following crimes: escape, crimes of violence, sexually related crimes or poor conduct record while incarcerated. Inmates on the Work Release Program are not permitted to drive to and from work and must work in the Commonwealth of Pennsylvania. No inmate may participate in the Work Release Program out of the state.

GOOD TIME

Good Time must be ordered by your sentencing Judge. Good Time is an opportunity for inmates to have days taken off their minimum sentence, making them eligible for parole at an earlier date.

Revoking/Reducing Time

Under Good Time Guidelines, privileges may be revoked for the following causes:

1. Removal from the Work Release Program or any action that would render you ineligible for parole will make you ineligible for good time.
2. Appearance before the George W. Hill Correctional Facility Disciplinary Hearing Officer may result in the officer reducing some or all of your Good Time.

Calculating Good Time

Unless revoked or reduced under one of the above circumstances, and with limitations discussed below, Good Time is earned at a rate of up to six (6) days for every month served.

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Good Time will not apply if you are serving a mandatory minimum. Example: Act 64, Drug-related offenses, VOP Backtime, or DUI.

PROGRAMS PARTICIPATION

Listed below are the general rules of inmate conduct while participating in programs:

1. You may not take books, legal or otherwise, from the library.
2. You should only use legal materials while visiting the Law Library. Leisure library materials are not to be used during Law Library times.
3. You are to use the rest rooms in your Housing Area prior to leaving the area.
4. You may not be in any office area unless accompanied by a staff member.
5. Any inmate causing disruption of any program shall be taken back to his/her housing unit immediately and disciplinary action will be taken.
6. Volunteers will be used in some areas of programming. Volunteers have the same authority as any other staff member.
7. No food or drinks are allowed in the programs service area.
8. No smoking or tobacco products are allowed in the facility.

MONETARY RESTITUTION

As previously stated, the main philosophy under which the George W. Hill Correctional Facility operates is "You are responsible for your own behavior". If you lose or damage Facility property, payment for replacing or repairing that property will be deducted from your account immediately. See section on Financial Responsibility.

LIBRARY SERVICES

Each housing unit has a book cart assigned to that unit. Books are available through the Case Manager and will be logged out and logged in when returned. The book cart has leisure and religious books available.

The Law Library can be used during the times listed on the Law Library Schedule. You may complete a Request for Information form to the Case Manager to schedule a time for the Law Library. To apply for additional Law Library time, you must first attend the scheduled Law Library period and in most cases a court order from your Judge is needed for additional time.

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LIBRARY RULES AND REGULATIONS

The copier is available to copy legal material only. A reasonable number of documents may be copied as determined by the Law Librarian. Computers are available containing blank motions for you to complete and for the purpose of typing letters to legal officials. A fax machine is available for legal materials to be sent to your private attorney and to law offices. Paper, pencils, and envelopes are available for Law Library use only. No other materials will be issued in the Law Library. To use legal books or reference materials, you must make a request to the Law Library Assistant. This material is available for use in the library only. At no time is any inmate other than the library workers permitted access to the office or the rear storage room. No phone calls will be placed while in the Law Library. You must place all phone calls through your Case Manager. In order to be placed on the list for the Law Library, you must go through your Case Manager. A list will be prepared scheduling you a time in the Law Library at the discretion of the Librarian. A Law Library Schedule is posted on all units. Classifications will be kept separate in the library. Only pre-approved inmates on the list for the library may be in the library.

NOTARIZATION OF LEGAL PAPERS

Notary service is provided to you at no charge. To have a document notarized, you must submit a Request for Information form to the Law Library Supervisor or your Case Manager. Items to be notarized should not be signed prior to seeing the Notary Public.

* * VOTING RIGHTS

You may register and vote if you hold citizenship in the United States for at least one month before the next election; are a Pennsylvania resident and resided in your election district for at least 30 days before the next election; and will be at least 18 years of age on the day of the next election. If you meet the above qualifications, you may submit a request through your Case Manager or to the Law Library to review further eligibility requirements and pick up a voters' registration form and/or an absentee ballot.

You may register to vote at any time. When completing the voter registration form, please note you should register at the address where you lived prior to becoming incarcerated; you cannot use the prison address as a house address.

When mailing your registration form and/or absentee ballot from the facility, place the completed form sealed in the outgoing mailbox on your housing unit. Please note you are not required to have a stamp. This will be delivered free of charge to you Monday through Friday from the facility mail room.

INMATE DISCIPLINE

The purpose of inmate discipline is to maintain order. While incarcerated at the George W. Hill Correctional Facility, you will be given fair and humane treatment in accordance with local standards. You are required to obey the law and George W. Hill Correctional Facility rules. If you damage any G.W.H.C.F. property, break the law or the rules of the

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prison while you are incarcerated in this institution, you will be charged, prosecuted and/or disciplined appropriately.

While incarcerated here, your conduct will be observed and at times recorded if you are written-up (a Disciplinary Action Report will be initiated). This may affect the length of your stay or your time in confinement. Paroles, Furloughs and Pre-Release Programs are determined by reviewing your files. Misconducts, write-ups and lack of cooperation will count against your getting released on the minimum date established by the courts. If you are written up for violating rules and regulations, you will be compelled to appear before the George W. Hill Correctional Facility Hearing Administrator. You have rights secured by the U.S. Constitution and Title 37, PA Code, relating to the prison disciplinary process. You will be afforded your rights.

1. Disciplinary Procedures: No prisoner can be further punished unless he/she violates the rules and regulations of the Prison or violates State or Federal laws.
2. Limited Due Process: Limited Due Process of law protects inmates in Prison from arbitrary punishment. You may not be punished unless you have been charged with some offense and given an opportunity to answer the charge. In an emergency, and/or violent offense, temporary lock-up before a hearing may be required.
3. Written Notice: You must receive notice of written charges against you within 24 hours of staff becoming aware of the incident unless the incident is under further investigation. If you desire to waive this right, it must be in writing and signed by you. Non-English reading people have a right to written notice or interpretation in a language they can read and understand.
4. Witnesses: You have a right to call witnesses and present documentary evidence at your hearing if, in the judgment of prison officials, doing so will not jeopardize the secure and orderly running of the institution. If presentation of witnesses is denied, the reason will be stated in writing in your case record.
5. Confrontation and Cross-Examination: Inmates do not have the right to confront or cross-examine witnesses against them. The extent to which cross-examination in any form is allowed is left to the discretion of the prison officials.
6. Hearing Administrator: The hearing Administrator will not be the prison official who reported the violation, initiated the charges, or had previous involvement with the matter under consideration. The Hearing Administrator will be an Administration supervisor or correctional staff member with at least the rank of Sergeant.
7. Hearing Decisions: The decision reached by the Hearing Administrator must be based upon the evidence presented. The decision maker must state the reason for the determination of guilt if that decision is reached. All disciplinary action must be recorded and the recording becomes part of the permanent prison files.

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8. A staff member may be appointed to assist at a Disciplinary Hearing when it is apparent that the inmate is not capable of collecting and presenting evidence on his/her own behalf due to physical or mental impairment.
9. Violations of State Law: When a violation of State law is committed in any Pennsylvania County Prison, prison officials are limited to identifying and isolating the suspect until police investigators (C.I.D.) arrive. No further questioning of the inmate by prison staff is permitted.
10. Punishment: An inmate found guilty of violating prison regulations may be punished only by loss of privileges and/or by segregation (separation from the general population). You may not be denied visits or mail from your family members or approved friends as punishment, UNLESS THE REASON FOR THE DENIAL IS A SERIOUS VIOLATION OF THE VISITING OR MAIL REGULATIONS AND/OR THERE IS AN OBVIOUS SECURITY THREAT.
11. Perishable Commissary items: In the event you are found guilty of violating prison regulations and placed on Disciplinary Detention, all perishable commissary items will be confiscated and disposed of. This facility has no means of storing perishable items for any length of time. You will not be reimbursed for items confiscated as a result of being placed on Disciplinary Detention status.
12. All inmates who are sent to Disciplinary Detention are authorized to bring all self-help reading material in their possession to Disciplinary Detention. All other types of reading material are not permitted.

PROHIBITED ACTIVITY:

Class I Charges

1. Violation of the Pennsylvania Crimes Code*
2. Murder*
3. Rape*
4. Arson*
5. Riot*
6. Escape*
7. Assault*
8. Burglary*
9. Kidnapping*
10. Aggravated Assault*
11. Voluntary Manslaughter*
12. Extortion by Threat of Violence*
13. Involuntary Deviate Sexual Intercourse*

*All denoted violations can be charged as violations of the Pennsylvania Crimes Code and subject to the formal disciplinary process

14. Attempted Escape

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15. Fighting/Assault (Inmate) Without Injury
16. Fighting/Assault (Inmate) With Injury
17. Fighting/Assault (Staff)
18. Engaging in Sexual acts with others or sodomy
19. Wearing a disguise or mask
20. Threatening another person
21. Possession of contraband including:
 - a) Implements of escape
 - b) Un-prescribed drugs
 - c) Drugs which are prescribed, but the inmate is not authorized to possess
 - d) Drug paraphernalia
 - e) Poisons
 - f) Intoxicants
 - g) Materials used for fermentation
 - h) Weapons or other items which in the hands of an inmate present a threat to self, others or to the security of the institution.
 - i) Property of another.
 - j) Money
 - k) Possession or use of a dangerous or controlled substance
 - l) Possession, making or use of intoxicating beverages
 - m) Tobacco or tobacco products
 - n) Matches or lighters
 - o) Cell phones and chargers
 - p) Any or all materials used for tattooing
 - q) Hoarding medication

(NOTE: When an inmate is charged under this section with possession of an item of contraband which is a weapon or item (which in his hands presents a threat to others or to the security of the institution), and the item also has a legitimate use in the area discovered, credible evidence that the item has been used only for legitimate purpose shall be considered to mitigate the misconduct to a Class II.)

22. Extortion or blackmail
23. Tattooing or other forms of self-mutilation
24. Destroying, altering, tampering with or damaging property
25. Indecent exposure
26. Engaging in, or encouraging unauthorized group activity
27. Refusing to work or encouraging others to refuse to work
28. Violation of a condition of the Pre-Release or Work Release Program (must be specified if not listed below)
 - a. Failure to report to work
 - b. Failure to report back from work
 - c. Use of illegal substances while working
 - d. Returning in possession of contraband from work
 - e. Returning at unauthorized time
 - f. Unauthorized transportation to and from work
 - g. Positive urinalysis results
29. Violation of visiting regulations (must be specific)

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30. Bribery
31. Repeated Class II Misconduct
32. Conspiracy to commit any Class I or class II Misconduct
33. Threatening, Harassing or interfering with a Prison K-9
34. Refusing to submit to a Urinalysis test
35. Tampering with urine
36. Positive urinalysis results
37. Money on another inmate's account
38. Fraternization
39. Unauthorized use of pin #
40. Checking medication
41. Refusing to strip during strip search.
42. Falsifying a PREA report

Class II Charges (All violations in this class may be subject to an informal resolution)

1. Loaning or borrowing property
2. Body punching or horseplay
3. Failure to report to work or unexcused absence from work
4. Possession of any item not authorized for retention or receipt by the inmate not specifically enumerated as Class I contraband
5. Any violation of a rule or regulation in the Inmate Handbook not specified as a Class I misconduct
6. Failure to follow safety and sanitation regulations regarding the inmate's person, quarters or equipment
7. Taking unauthorized food from the Kitchen
8. Breaking restriction or quarantine
9. Gambling or conducting a gambling operation
10. Unauthorized use of the mail or telephone
11. Using abusive or obscene language to an employee
12. Failure to stand count, or interference with count
13. Lying to an employee
14. Presence in unauthorized area
15. Failure to report the presence of contraband
16. Disruption or interference with the security or orderly running of the institution
17. Adulteration of any food or drink
18. Stealing
19. Smoking
20. Lock tampering
21. Refusing to obey an order.
22. Destroying or altering uniforms

NOTE: Any attempt to commit to any of the above listed charges shall constitute a misconduct of the same classification, as the completed act would be.

B. Misconduct Sanctions

1. The Hearing Administrator shall impose misconduct sanctions.

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2. Inmates found guilty of Class I misconduct charges may be subject to any one or more of the following:
 - a. Assignment to disciplinary custody status for a period not to exceed sixty (60) days arising from one incident and/or prosecution for violation of Pennsylvania Crimes Code.
 - b. Loss of privileges, including commissary for a period not to exceed sixty (60) days. Privileges lost will be specifically identified and should be, when possible, specifically related to the misconduct violation.
 - c. Payment of fair market value of property lost, damaged or expenses incurred as a result of the misconduct violation.
 - d. Reprimand, warning, or counseling
 - e. Suspension or removal from job
 - f. Confiscation of contraband
 - g. Loss of "Good Time"
 - h. Loss of commissary privileges
 - i. Recommend Re-Classification to another status i.e.; Administrative Segregation.

NO SUSPENDED SENTENCES WILL BE ISSUED TO ANY INMATE AT THE G.W.H.C.F.

3. When resolved at the informal level inmates accused of a violation of Class II misconduct charges can be subjected to one or more of the following sanctions by the Unit Manager involved in the resolution:
 - a. No action taken or required.
 - b. Reprimand, Warning or Counseling
 - c. Referred to the Hearing Administrator
 - d. Cell restriction for four (4) hours (no more than 3 days consecutively)
 - e. Loss of privilege: going to the indoor gym (not a loss of recreation time, no more than seven days)
 - f. Loss of job
 - g. Loss of privilege: use of the telephone (no more than seven days)
 - h. Loss of privilege: tier recreation only (no more than seven days)
 - i. Loss of privilege: one-week commissary (no more than seven days)
 - j. Assignment of Additional Work Duties (without compensation)
 - k. Restitution for Damage/Destroyed property/clothing/linens
 - k. Relocation: Cell Transfer
 - l. Relocation: Pod Transfer
 - m. Special Search conditions: to include pat-down searches and cell searches at any time and as often as the Unit Manager deems necessary, for a prescribed amount of time not to exceed four weeks

NOTE: Each Unit Manager can use his/her discretion to determine if a specific violation is to be informally resolved or referred to the Disciplinary Hearing Administrator.

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C. Violation of Regulations and Criminal Laws While Incarcerated

Laws and Penalties While in Prison

1. Escape: SECTION 5121 of the Pennsylvania Crimes Code

A person commits an offense if he unlawfully removes himself from official detention following temporary leave.

a. Implements for Escape: SECTION 5122 of the Pennsylvania Crimes Code

A person commits a misdemeanor of the first degree, if he unlawfully introduces within a detention facility or mental hospital, or unlawfully provides an inmate thereof with any weapon, tool or other thing, which may be used for escape. An inmate commits a misdemeanor of the second degree, if he unlawfully proceeds, makes or otherwise provides himself with, or has in his possession any such implement of escape. As used in this section, the word "unlawfully" means surreptitiously or contrary to law, regulation or order of the detaining authority.

2. Contraband: SECTION 5123 of the Pennsylvania Crimes Code

A person commits a felony of the second degree if he sells, gives, transmits or furnishes to any convict in a prison, or inmate in a mental hospital, or gives away or brings into any prison, mental hospital, or any building appurtenant thereto, or on the land granted to or owned or leased by the Commonwealth or county for the use and benefit of the prisoners or inmates, or puts in any place where it may be secured by a convict of a prison, inmate of a mental hospital, or employee thereof, any controlled substance included in Schedules I through V of the act of April 14, 1972 (P.L.233, No. 64), known as the Controlled Substance, Drug, Device and Cosmetic Act, (except the ordinary hospital supply of the prison or mental hospital) without a written permit signed by the physician of such institution, specifying the quantity and quality of the substance which may be furnished to any convict, inmate, or employee in the prison or mental hospital, the name of the prisoner, inmate, or employee for whom, and the time when the same may be furnished, which permit shall be delivered to and kept by the Warden or Superintendent of the prison or mental hospital.

3. Riot: SECTION 5501 of the Pennsylvania Crimes Code

A person is guilty of a riot, a felony of the third degree, if he participates with two or more others in a course of disorderly conduct:

a. With intent to commit or facilitate the commission of a felony or misdemeanor.

b. With intent to prevent or coerce official action.

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- c. With the actor or any other participant to the knowledge of the actor, uses or plans to use a firearm or other deadly weapon.
 - d. **SECTION 5502 Failure of Disorderly Persons to Disperse Upon Official Order** - When three or more persons are participating in a course of disorderly conduct which causes or may reasonably be expected to cause substantial harm or serious inconvenience, annoyance or alarm, a police officer or public servant engaged in executing or enforcing the law may order the participants and others in the immediate vicinity to disperse. A person who refuses or knowingly fails to obey such an order commits a misdemeanor of the second degree.
4. Hostages: SECTION 2901 Kidnapping of the Pennsylvania Crimes Code
- a. Offense defined: A person is guilty of kidnapping if he unlawfully removes another a substantial distance under the circumstances from the place where he or she is found; or if he or she unlawfully confines another for a substantial period in a place of isolation, with any of the following intentions:
 - 1. To hold for ransom or reward, or as a shield or hostage
 - 2. To facilitate commission of any felony or flight thereafter
 - 3. To inflict bodily injury on or to terrorize the victim or another
 - 4. To interfere with the performance by public officials or any governmental or political function
 - b. **KIDNAPING IS A FELONY OF THE FIRST DEGREE.** A removal or confinement is unlawful within the meaning of this section if it is accomplished by force, threat or deception, or in the case of a person who is under the age of 14 years or incompetent, if is accomplished without the consent of a parent, guardian or other person responsible for general supervision of his welfare.
5. Assault: SECTION 2701 Simple Assault of the Pennsylvania Crimes Code

Offense defined: A person is guilty of assault if he:

- a. Attempts to cause or intentionally, knowingly or recklessly causes bodily injury to another.
- b. Negligently causes bodily injury to another with a deadly weapon.
- c. Attempts by physical menace to put another in fear of imminent serious

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bodily injury.

Grading - Simple assault is a misdemeanor of the second degree, unless committed in a fight or scuffle entered into by mutual consent in which case it is a misdemeanor of the third degree.

6. Aggravated Assault: SECTION 2702 of the Pennsylvania Crimes Code

- a. Offense defined – a person is guilty of aggravated assault if he:
1. Attempt to cause serious bodily injury to another, or cause such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life.
 2. Attempts to cause or intentionally, knowingly or recklessly cause serious bodily injury to a police officer making or attempting to make a lawful arrest.
 3. Attempts to cause or intentionally or knowingly cause bodily injury to another with a deadly weapon.

Grading - Aggravated assault under subsection (a) (1) and (2) is a felony of the first degree. Aggravated assault under subsection (a) (3), (4), (5), (6) and (7) is a felony of the second degree.

7. Assault by Prisoner: SECTION 2703 of the Pennsylvania Crimes Code

Assault by prisoner: A person who is confined in or committed to any local or county detention facility, jail or prison or any state penal or correctional institution or other State penal or correctional facility located in this Commonwealth is guilty of a felony of the second degree if he, while so confined or committed or while undergoing transportation to or from such an institution or facility in or to which he was confined or committed intentionally or knowingly, commits an assault upon another with a deadly weapon or instrument, or by any means or force likely to produce serious bodily injury. A person is guilty of this offense if he intentionally or knowingly causes another to come into contact with blood, seminal fluid, saliva, urine or feces by throwing, tossing, spitting or expelling such fluid or material when, at the time of the offense, the person knew, had reason to know, should have known or believed such fluid or material to have been obtained from an individual, including the person charged under this section, infected by a communicable disease, including, but not limited to, human immunodeficiency virus (HIV) or hepatitis B.

8. Aggravated Harassment by Prisoner: SECTION 2703 of the Pennsylvania Crimes Code

“A person who is confined in or committed to any local or county detention

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facility, jail or prison...located in the Commonwealth, commits a Felony of the 3rd Degree if he, while so confined or committed or while undergoing transportation to or from such an institution or facility...intentionally or knowing causes or attempts to cause another to come into contact with blood, seminal fluid, saliva, urine or feces by throwing, tossing, spitting or expelling fluid or material."

9. Assault by Life Prisoner: SECTION 2704 of the Pennsylvania Crimes Code

Every person who has been sentenced to death or life imprisonment in any penal institution located in this Commonwealth, and whose sentence has not been commuted, who commits an aggravated assault with a deadly weapon or instrument upon another, or by any means of force likely to produce serious bodily injury, is guilty of a crime, the penalty for which shall be the same as the penalty for murder of the second degree. A person is guilty of this offense if he intentionally or knowingly causes another to come into contact with blood, seminal fluid, saliva, urine, or feces by throwing, tossing, spitting or expelling such fluid or material when, at the time of the offense, the person knew, had reason to know, should have known or believed such fluid or material to have been obtained from an individual, including the person charged under this section, infected by a communicable disease, including, but not limited to, human immunodeficiency virus (HIV) or hepatitis B.

Disciplinary Action Guidelines:

See Policy and Procedure 1000.01 and 1000.02 – Located in Law Library

Appeals

The Disciplinary Hearing Administrator will ask you at the conclusion of your disciplinary hearing if you wish to appeal the decision. You have twenty-four (24) hours to submit your appeal to the Appeal Officer following the conclusion of your hearing.

Appeals are to be placed in the outgoing mail box and will be picked by the Mail Room Clerk.

Appeals will then be forwarded to the Appeal Officer.

Appeals will only be accepted when written on the proper Appeal Form and submitted within the required twenty-four (24) hour time frame.

When submitting appeals include any new evidence that was not included in the Disciplinary Hearing procedure.

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The Appeal Officer has five (5) days after receiving the Appeal, not including weekends or holidays, to either affirm or reverse the decision of the Disciplinary Hearing Administrator.

The Appeal Officer will then forward a copy of the appeal to you with their decision.

THE RIGHT TO BE FREE FROM UNWARRANTED PHYSICAL FORCE

The medical staff for the George W. Hill Correctional Facility is required to prepare an incident report and forward it to the Warden when:

- a. An inmate tells prison staff that he/she suffered a beating or other unwarranted physical violence inflicted by anyone other than another inmate either directly or indirectly or:
- b. The injuries suffered by the prison inmate cause prison medical staff to form a reasonable belief that a prison inmate has suffered a beating or other unwarranted physical violence inflicted by anyone other than another inmate either directly or indirectly.

If you have suffered a beating or other unwarranted violence inflicted by anyone other than an inmate either directly or indirectly, when you are taken to the Medical Unit, tell prison medical staff of the incident to start the process. If medical care is not required, request a grievance form, which you can submit to the Warden, who will respond to your grievance in writing within seven (7) days.

GEORGE W. HILL CORRECTIONAL FACILITY'S POLICY OF NON-DISCRIMINATION WITH REGARDS TO HOMOSEXUALS

George W. Hill Correctional Facility, its' Correctional Officers and other personnel are prohibited from harassing or discriminating against any inmate on the basis of his/her sexual orientation.

You have the right to complain about the conditions of the Intake Unit at the George W. Hill Correctional Facility if you believe that they violate your right to be free from cruel and unusual punishment.

Your rights in these areas have been the subject of a settlement of a federal lawsuit. These rights are more specifically set forth in a Settlement Agreement, a copy of which is available in the prison Law Library.

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HOUSING AREA REGULATIONS

Housing Assignments:

You will be assigned to a specific housing area by classification. You may visit with other inmates in the day room. Inmates who are on early wake-up status, or any schedule other than routine, will normally be assigned to one area of the facility. Any request for a change in assignment should be made to the Case Manager. Change in assignment to a different area is allowed only upon consideration by the Classification Coordinator.

Cell Regulations:

You are responsible for the cleanliness and sanitation of your space and bunk area. The units and cells shall be inspected daily. Cell inspections will be conducted daily on First Shift. When inspection is called, all inmates shall stand outside their cells in a quiet and orderly manner fully dressed in issued clothing until the inspection officer has completed his/her inspection of each cell. First offense for failure to comply with inspection standards may result in cell restriction until the inmate and their cell comply with inspection standards, not to exceed four (4) hours cell restriction. Subsequent violations shall result in Disciplinary Action. Before reporting for the morning meal and/or job assignment, all beds shall be made and the space put in good order. You are not allowed to hang laundry on makeshift lines. Pictures and/or posters may not be attached directly to the wall or be hanging from the wall, ceiling, bunks or bars. Keep personal property in your storage drawer. Cell inspections will be conducted daily. You are not to leave the water running in your cell sink. You are not permitted to block and/or cover the windows on your cell door.

Emergency Call Button:

The emergency call button in each cell will be used only in emergency. Any inmate pushing an emergency call button in a non-emergency situation is subject to disciplinary action.

Inmate Movement:

In the Housing unit, you are allowed only in your cell and respective day room. Your movement within the housing area shall be controlled during counts and during the times prescribed for your evening lockup. You are not permitted to operate any control panel or other equipment. You are not permitted to visit any inmates from other housing areas while you are in movement from one location to another. Switching cells without authorization is prohibited. Lines are painted on hall floors. You will stay to your right. You shall not walk in the center of any hall. You will stay on the sides of the halls. You will remain quiet and orderly in the hallways at all times. Identification armbands are to be worn at all times. You are to be completely dressed in a facility issued uniform prior to leaving your housing unit.

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Supply Issue:

The Housing Officer shall regulate issue of janitorial supplies to you. Any abuse or misuse of institutional supplies may result in disciplinary action.

Storage Drawer:

You will be provided a storage drawer for you to store your personal items. All purchased commissary items and personal items are to be stored in the drawer at the bottom of your assigned bunk. If you do not have a drawer, a storage container of sufficient size to store all of your belongings to include commissary items will be provided. Items not stored in the proper fashion will be collected as contraband (excluding writing materials and any legal materials).

Noise:

Inmates playing games or carrying on conversation with other inmates will ensure noise level is kept at a minimum. Slamming of games or other items will not be allowed. Loud televisions and/or radios will result in disciplinary action and thirty (30) day confiscation of your television or radio. Earphones must be worn at all times.

Housing Officers' Work Area:

The Housing Officers' work area is off limits to all inmates including logbook, phone or other equipment adjacent to the work area. At no time will you tamper, remove or damage equipment or material the officers utilize to perform their duties.

Emergencies:

During emergencies, you shall follow the instructions of your Housing Officer or Work Assignment Supervisor. Failure to obey orders or regulations will result in disciplinary action.

Loitering:

There will be no loitering, congregating or meeting allowed on floor walkways, stairways, corridors, classrooms or any other area except the respective day room. You shall not be at your yard door if your Housing Unit is not authorized for outdoor recreation at this time.

Wet Floor Sign:

Whenever and wherever a Wet Floor Sign is in place you are not to walk on the wet floor area.

Cups and Sporks:

You will be given the opportunity to clean your cup weekly according to the cup schedule located in the mail hallway. Sporks will be given out each week.

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INMATE WORKERS

Inmates must meet the following requirements in order to be eligible for a job within the facility:

1. Inmates charged with a violent crime must not have a TOTAL bail amount that exceeds \$75,000.00 cash.
2. Inmate's total bail must not exceed \$100,000.00 cash, regardless of the charge.
3. All sentenced inmates are eligible for review after classification is complete and assigned to a housing unit.
4. Un-sentenced inmates must wait 30 days after their booking date to be eligible for a job.
5. All applications for a job must be filled out completely and signed by your Case Manager or they will not be accepted.
6. Any inmate who quits or is fired from their job will be re-classified immediately. You will become eligible for a new job thirty (30) days after you are re-classified.
7. Eligibility for a new job will be at the discretion of the Deputy Warden of Operations and Support Services.
8. Inmates charged with a sexual offense or escape are not eligible.
9. Inmates may not be a Level 2 or 3 Security Threat.
10. The following rules will apply to all workers:
 - a. If you receive a Class I charge, you will not be eligible for the length of your incarceration.
 - b. If you commit any action directed toward staff that results in a write-up you will not be eligible for the length of your incarceration.
 - c. If you are found guilty of a Class II charge, you will not be eligible for a job until 30 days after your disciplinary detention status expires.
 - d. The eligibility for every inmate found guilty of a Class II charge is dependent on the discretion of the Deputy Warden Operations and Support Services.

SAFETY EDUCATION

Inmate Workers:

All inmate workers will be required to attend a safety class. The class is designated to assist you in avoiding the most common job injuries. If you incur injuries after the training, it may be necessary for you to repeat the class or be removed from the program. Once completed inmates will sign the appropriate forms showing their understanding of the safety regulations.

General Safety Rules:

Staff will dispense all cleansers. The cleaning materials shall be used only in accordance with the manufacturer's health and safety practices. Cleaning supplies are prohibited to be kept in cells.

Candy, papers, pens, etc. are to remain in the Housing Area.

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You are to keep your housing area clean at all times. Keep personal items in the storage drawer provided.

Do not cover your cell windows or HVAC vents.

To keep your personal hygiene at its best, it is mandatory to send your bed linens and clothing to the Laundry as scheduled.

Never jump from the top bunk to the floor. When using the bottom bunk, also be cautious when entering or exiting the bottom bunk.

All inmate workers must wear appropriate or protective garments as required.

Sitting on top of several chairs stacked on top of each other can lead to other accidents or injury. Set each chair squarely on the floor and avoid leaning the chair to the back, sides or front.

Horseplay is a dangerous game that can lead to injury, fights or disciplinary problems.

Always be courteous and considerate of others.

Passing items over or under doors is expressly prohibited.

Avoid blocking, standing, loitering or eating in hallways, stairways, corridors or doorways.

All inmates will walk to their right when leaving or returning to their Housing Unit while in the Main Corridor of the Facility.

Consuming food or drink items on the walkways or in any area while moving or walking is prohibited.

Abusive, vulgar or profane language will not be tolerated anywhere on the premises.

Jamming cell doors, sinks, commodes, showers or latrine instruments is prohibited.

Leaving water running intentionally in your cell is prohibited.

Always use door handles or push plates when closing doors. Never place hands or fingers on doorframes when closing doors.

Inmate Workers may only wear work uniforms while on work detail.

REQUEST FOR INFORMATION

A Request for Information form is available for use in obtaining assistance/information concerning your needs. You can obtain this form from your block representative or the

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Housing Officer. It should be deposited in the designated drop boxes in the facility. Be sure to include your identification (your name and number).

INMATE GRIEVANCE MECHANISM PROCEDURE

The purpose of the inmate grievance procedure permits you to have a fair and expeditious method of resolving problems. The inmate grievance mechanism is intended to supplement, not replace, existing informal channels of communication. A Request for Information form must be submitted prior to submitting a grievance.

You must seek assistance in resolving complaints through your Unit Supervisor. EXISTING INFORMAL CHANNELS MUST BE EXHAUSTED BEFORE SUBMITTING A FORMAL GRIEVANCE. WHEN FILING YOUR GRIEVANCE, STATE THE STEPS YOU HAVE TAKEN TO RESOLVE YOUR PROBLEM.

The grievance procedure is not an appeal for areas that currently have existing appeal mechanisms such as classification and discipline. YOU CANNOT GRIEVE A WRITE-UP.

There will be no reprisals taken against you for filing a grievance, however abuse of the grievance mechanism may result in disciplinary action. Abuse means deliberate falsification of information included in a grievance and/or writing the same complaint repeatedly.

The grievance procedure should not be utilized as a means to challenge policy, regulations or rules of the facility. They are written in accordance with state statutes and correctional standards and must remain inviolate. You are not to submit a grievance just because you don't agree with the rules. The grievance procedure allows you to voice objections to what may require management review.

Grievance Procedure:

To file a formal grievance, you must complete a grievance form. Forms can be obtained from your block representative or the Housing Officer. You or your representative must fill out the form properly and legibly. Print or write clearly. If the grievance cannot be read, it cannot be answered. In addition to your name, number, housing assignment and date, the grievance must contain a description of the problem and the action requested. If you are illiterate, disabled, or non-English speaking, you will receive special assistance when requested or needed. You will retain the pink copy and place the other two copies in the grievance box provided. The Grievance Coordinator will review the grievance and resolve the matter or refer it to the proper section for resolution. A normal response to a grievance will be within (5) days of the date of the grievance excluding Holidays and Weekends. Once the final written resolution is complete, you will sign at the bottom of the response that you have received a response on the grievance. Medical grievances will be answered within (5) days excluding Holidays and Weekends after being assigned a number by the Facility Grievance Coordinator. Medical grievances will be answered by the Health Services Administrator or his/her designee.

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Your signature does not mean you agree with the response but just that you have received a copy of the response. You will receive a yellow copy of the grievance complete with a response. If you do not agree with the response provided on the grievance, you have five (5) days in which to write an appeal of the original grievance to the Warden. You do not need to submit a copy of the original response with your appeal.

Emergency Grievances shall be handed directly to the Unit Supervisor/Shift Commander. An emergency grievance is a grievance, which, if handled according to regular time limits (within 24 hours) for a grievance decision would subject you to substantial risk of personal injury, or cause other serious harm to you.

FIRE EVACUATION

In case of a fire, follow the directions of the Housing Officer. Never tamper with or alter any equipment that is located in the area for the purpose of fire fighting. Tampering with this equipment may cause a malfunction during periods of fire emergencies that could be fatal to all. If you tamper with sprinkler heads in a cell, disciplinary action will be taken. Please, be advised, when your sprinkler head is tampered with, your cell will fill with water. The prison will not be responsible for damaged radios, televisions, commissary or any personal items.

Any violations of this rule may result in disciplinary action. Disciplinary action may result in you being charged for the destruction of the fire equipment. Tampering with fire equipment may result in a felony charge.

FINANCIAL RESPONSIBILITY

Definitions:

OTC Medications: "Over the counter medications" (non-prescription) available from the Medical Department if prescribed or for purchase through the inmate commissary.

Medical/Administrative Fees: The cost for the administrative screening of inmate medical requests.

Indigent Inmates: Inmates who have a balance of \$5.00 or less for a period of thirty (30) days consecutively and have received no funds.

Non-essential Medical Services: Medical services which have been determined to be frivolous unfounded medical complaints.

Purpose:

To define the procedures that will be followed for deducting funds from an inmate's account for certain services provided by the jail and for restitution for abuse of jail property.

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1. To provide certain services for which inmates will be financially responsible should they use them. All financial transactions will be made through the inmate accounts department.
2. To hold inmates financially responsible for intentional misuse or abuse of the prison property, as well as for injuries inflicted upon themselves, other inmates, staff members or civilians (while in the prison).
3. To hold inmates financially responsible for a portion of their housing costs.

Procedures:

1. Administrative Service for Medical Care.

1.1 Inmates will be charged a \$3.00 administrative fee for medical evaluation by nursing staff. This fee partially defrays the administrative costs of screening for the use of non-essential services.

1.2 Doctor's Call

1.2.1 Inmates referred to the doctor by the nursing staff after initial diagnosis at "sick call", will not be charged a fee to see the doctor.

1.2.2 Inmates who are not referred to the doctor after initial screening by the nursing staff, but who request to see the doctor will be charged a \$5.00 fee for this privilege. (This fee will be refunded if the doctor determines that an inmate should have been initially referred).

1.3 Medication

There is no charge for prescription medication. A charge for over-the-counter medication prescribed as treatment by the medical staff (which is also available through the commissary) will be deducted from the inmates account at the prevailing commissary rate. This is the supply deemed necessary for treatment when commissary cannot be immediately accessed.

1.4 Exceptions from an Administrative Fee

1.4.1 No fees will be charged for the following services:
Initial screening, physical assessments, admitting dental evaluations, follow-up treatments/tests ordered by the Medical Department, follow-up visits requested by the medical staff, follow-up visit, for an essential medical condition previously treated and charged for, but is still

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symptomatic, lab tests required by the state, any testing ordered for diagnostic purposes, medical, referral to the doctor by the nurse for essential medical services, mental health services, psychotropic medications and medical care specific to mental health, HIV evaluations, meds and lab work, chronic disease clinic visits, and referral by the physician or dentist to an outside specialty clinic.

- 1.4.2 Fees, if any, for medical "emergencies" will be assigned at the discretion of the medical department supervisor. Some examples are listed below:

A twisted ankle from activities in the recreation yard is not necessarily an emergency and may result in a fee.

A cut requiring stitches would most probably qualify as an emergency which would not require a fee.

- 1.4.3 Treatment provided as a result of behavior which is criminal or in violation of jail policy will require a fee.

2. Medical Fee Billing:

- 2.1 Medical staff will complete a CHARGE FORM when necessary
- 2.2 Medical staff will forward the completed forms to the inmate accounts office daily.
1. Original- to the accounting department for charging purposes.
 2. Copy 1- given to inmate
 3. Copy 2-filed in the inmate's medical record
- 2.3 Any fees will be deducted in full from the respective inmate account. If necessary, a negative balance will be applied.
1. Doctor's Sick Call.....\$5.00
 2. Dentist's Sick Call\$5.00
 3. Nurse's Sick Call\$3.00
 4. Walk-In Service\$5.00
- 2.4. The conditions for collection of monies when negative balances exist are:
- 2.4.1 50% of all funds deposited into an inmate's account, regardless of the source, will be credited to a negative balance. The remainder will be credited to the inmate's account for personal use.

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2.4.2 At discharge, any available funds from an inmate's account will be credited toward a negative balance prior to issuing a discharge check.

2.4.3 Negative balances after an inmate's discharge will be made part of their permanent records. If recommitted, an inmate will be required to pay any negative balance as outlined above.

3. Commissary:

3.1 Commissary funds are withdrawn automatically at the time of the phone order.

4. Work Release Money

4.1 Inmates in the Work Release program will deposit all payroll checks into their Work Release account. These funds will be used to pay the following:

A daily fee of \$20.00 for room and board will be charged. Upon discharge, the inmate will be billed for the balance of room and board owed.

Fines and Court Costs: A percentage of 25% of an inmate's net earnings will be deducted and forwarded to Court Financial Services for payment of fines and or court cost.

Transfer of Funds

Inmates will only be permitted to send money home to provide support for their family. A Money Transfer Authorization Form must be submitted for this transaction and approved by the Case Manager and the Assistant Warden of Records. Other expenses will be considered, provided they are approved by the Assistant Warden of Records.

5. Restitution for Damage and/or Injury

5.1 Damage to Jail Property

5.1.1 Inmates who have been found, as a result of disciplinary procedures to have abused or misused jail property will be responsible for restitution for any damage.

5.1.2 The Disciplinary Hearing Officer will complete an Incident Report and charge sheet and forward them to bookkeeping for adjustment of the inmate's account. All funds will be deducted until the expense is paid.

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- 5.1.3 The cost of damages and repair expenses will be established by the Maintenance Supervisor and/or the Business Manager. The list of present charges for damaged items is:

Sheets	\$ 5.00
Blanket	\$ 15.00
Towels	\$ 2.00
Uniforms:	
Pants	\$ 9.00
Shirts	\$ 9.00
Blue Shoes	\$ 3.33 to 3.96
Mattress	\$ 100.00
Bunks	\$ 150.00
Damage to Sinks	\$ 100.00
Damage to Toilets	\$ 100.00
Flooded Cells	\$ 100.00
Shower Heads	\$ 100.00
Sprinkler Heads	\$ 200.00
Locks (Jammed)	\$ 75.00
Tables	\$ 100.00
Benches	\$ 100.00
Boots	\$ 40.00
Arm Bands	\$ 10.00
Call Buttons	\$ 60.00
Television	\$ 100.00
VCR	\$ 75.00
Remote Control	\$ 20.00
Any Damage to Doors or Walls	\$ 50.00
Cell Door Window	\$ 250.00
Recreation Equipment	\$ 100.00
Food Trays	\$ 20.00
4-Point Restraint Equipment	\$ 250.00
Suicide Mattress	\$ 150.00
Suicide Shroud	\$ 250.00
Suicide Blanket	\$ 150.00
Electronic Tablet	\$ 250.00

5.2 Injury Caused to Inmates or Others

- 5.2.1 Inmates who inflict injury upon themselves, other inmates, staff members of the prison, or civilians (while in the prison) will be held financially responsible for the full cost of medical care for the injured person(s), and any loss of wages incurred as a result of the injury.
- 5.2.2 All reports of injuries caused by an inmate will be forwarded to the Warden's Office (this specifically includes the record of inmate disciplinary hearings). Senior staff members at their next scheduled staff meeting will review

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reports and determine if an inmate will be held financially responsible for any injuries.

5.2.3 Inmates found not guilty of charges related to an injury (assault, fight, etc.) at an inmate disciplinary hearing will not be held financially responsible. When it is decided that an inmate will be held financially responsible for an injury, the inmate will be notified of this fact in writing.

5.2.4 Funds will be collected in the same manner as property restitution is collected.

5.2.5 Medical costs and loss of wages, which are covered and paid for by any form of insurance, will be collected, and these funds will be returned to the insurer. (NOTE: Collection and return of funds to the insurer will be the last priority. All other inmate financial responsibility must be satisfied first.)

6. Room and Board Costs:

6.1 All convicted/sentenced inmates will be responsible for reimbursing the county for every day spent in the George W. Hill Correctional Facility, after the first 24 hours, (to include pre-sentenced time).

6.2 All inmates who participate in the George W. Hill Correctional Facility Work Release Program will be responsible to the County for room and board costs.

6.3 All inmates who are serving a parole violation sentence here will be responsible for reimbursing the County for room and board costs.

7. Payment of Room and Board:

7.1 Upon discharge you will be billed for each day spent in George W. Hill Correctional Facility (including pre-sentenced time).

7.2 Any inmate wishing to voluntarily begin paying room and board costs during incarceration will be offered the opportunity to establish a payment plan.

7.3 Individuals who are committed to George W. Hill Correctional Facility and are sentenced will be responsible for paying \$20.00 a day.

7.4 Individuals who are recommitted and receive a new sentence will be responsible for paying \$20.00 per day.

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- 7.5 The total per-diem rate charged to an inmate will not exceed the average cost per day to house an inmate at George W. Hill Correctional Facility. (Based on the previous year's cost).
- 7.6 At discharge, any available funds from an inmate's account will be forwarded to the address given by the inmate upon discharge. The inmate will be billed by Delaware County for the amount due for room and board costs.
 - 7.6.1 Negative balances which remain after discharge will be billed to the discharged inmate in the form of an invoice. If a payment plan has not been established within a thirty (30) day period, these costs will be turned over to an agency for collection.
 - 7.6.2 Balances not satisfied through agency collection will be recorded on the inmate's permanent record. If recommitted, the inmate will be required to pay any outstanding balances as noted above. Additionally, appropriate legal avenues will be taken.
 - 7.6.3 Inmates who participate in the Work Release program will make payments for room and board along with fines and cost as outlined in Section 4.
- 8. Urine Screening for Parole:
 - 8.1 Inmates are required to sign an Inmate Transfer Form at the time a urine sample is taken for release on parole. If an inmate refuses to sign the form, the staff member collecting the sample will complete the form. Inmates are responsible for the payment of these tests.
- 9. Processing Fee
 - 9.1 All inmates committed to the George W. Hill Correctional Facility will be assessed a processing fee of \$100.00. This fee will initially be deducted from any money the inmate has upon commitment. If insufficient funds exist to satisfy this payment, then 50% of all monies received by the inmate will be applied to the payment of this fee while incarcerated. The processing fee must be satisfied before all other fees collected.
 - 9.2 Money on an inmate's account, upon discharge, will be applied to any outstanding balance for the Processing Fee. The Processing Fee will take priority over any other money owed.
 - 9.3 Any and all errors in collecting the Processing Fee will be corrected immediately.

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- 9.4 Exemptions to the Processing Fee include: Boarders, Security Transfers and Recommitments. "An inmate arrested, released on bail and then sentenced under the same charge is not considered a recommitment and therefore is not exempt from the process fee" If you are here on a violation of probation/parole, you are not exempt from the processing fee.
- 9.5 Any inmate found not guilty of all charges will be reimbursed the Processing Fee upon confirmation that the charges have been dismissed. Inmates must notify the facility in writing of dismissal of all charges.